



Your Water • Your Environment • Our Mission

Procurement Department

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March 5, 2026

**Addendum # 1**

**RFP SA 2619 - Employee Benefits and Total Compensation Consulting Services**

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

- The attached responses to questions have been added for clarification.

**Acknowledgement:** Offerors submitting a proposal response for the above named solicitation shall take note of the following changes, additions, deletions, clarification, etc., in the Contract Documents, which shall become a part of and have precedence over anything shown or described in the Contract Documents, and as such shall be taken into consideration and be included in the Offeror's response. All other terms and conditions of the Invitation of the Request for Proposals shall remain unchanged. Offerors must acknowledge receipt of this amendment by signing and returning this addendum with the proposal response prior to the proposal deadline.

\_\_\_\_\_  
**Authorized Signature** **Date**

\_\_\_\_\_  
**Name Printed** **Title**

\_\_\_\_\_  
**Company Name**

Direct all inquiries to [procurement@pwwater.org](mailto:procurement@pwwater.org)

## **Questions and Responses:**

1. **Question:** Which Prince William Water Payroll & HR software applications are currently in production?  
**Response:** We currently use ADP Workforce Now and ADP Enterprise eTIME for Payroll and HR.
2. **Question:** Are there any plans to change the Payroll and HR software applications within the next 12 to 36 months?  
**Response:** No, we don't have any plans to change the Payroll and HR software applications at this time.
3. **Question:** Are the Prince William Water's job descriptions up to date and accurate? If not, Does the Prince William Water want the consultant to update job descriptions?  
**Response:** Yes, job descriptions for all classified positions are up to date. We don't anticipate asking for assistance to update job descriptions at this time.
4. **Question:** Page 28 (Tab 8 – Financial Stability) states that the required financial information under this tab does not need to be submitted with the proposal; however, the paragraph below requests a statement of the firm's financial stability along with the latest audited financial statement and Dun & Bradstreet report. Could you clarify which financial documents, if any, must be included with the proposal submission?  
**Response:** Please refer to page 28 (Tab 8 – Financial Stability), specifically the first paragraph of this section, which has been clearly indicated in red for ease of reference.
5. **Question:** Since many employees are working remotely, obtaining original wet-ink signatures may be difficult. Will scanned signatures be accepted in place of original ink signatures?  
**Response:** Digital signatures are acceptable.
6. **Question:** Section 6.3 indicates that "SA 2619 – Employee Benefits and Total Compensation Consulting Services" [and the Offeror's name] should be printed directly on the top surface of the thumb drive. Please confirm this title can be abbreviated in some fashion to meet the space constraints of writing on a thumb drive.  
**Response:** Yes. You may abbreviate the title to meet the space constraints of writing on a thumb drive.
7. **Question:** To ensure methodological defensibility, statistical reliability, and appropriate aggregation of external market data, would the Prince William Water be willing to include several additional comparable peer organizations (minimum of five) in any custom compensation survey component of the study? While not mandatory for Prince William Water, we hope you will consider adding several more peers.

Inclusion of multiple peers will support:

- Increased statistical validity

- Internal equity analysis
- External market benchmarking
- Pay plan design or redesign
- Pay compression analysis
- Fair Labor Standards Act (FLSA) exemption classification review
- Formal job evaluation methodology development or validation
- Career path framework development or review

**Response:** We are open to discussing the benefits of this approach, however our compensation philosophy adopted by our Board of Directors clearly identifies our peer comparators.

8. **Question:** Will the successful bidder receive copies of the current Total Compensation Philosophy Program Guide for Prince William Water staff and Board members?

**Response:** Yes.

9. **Question:** Will the successful bidder be provided with the past three (3) years of market pricing results?

**Response:** Previous market surveys will be provided as examples to the successful offeror.

10. **Question:** What firm conducted the market pricing and competitive compensation and benefits analyses during the past three (3) years?

**Response:** The Segal Group completed the previous total compensation surveys in the past three years.

11. **Question:** Is the Authority's current classification system qualitative, quantitative, or a hybrid approach?

**Response:** Our current classification system is a hybrid approach of a quantitative classification system combined with available market data from identified peers and published survey sources. We strive to balance internal equity and remain competitive with the external labor market.

12. **Question:** Will the successful bidder receive updated job descriptions for all 180 unique job titles (representing approximately 380 employees)?

**Response:** Yes, we also publish classified positions on our careers page here:

<https://www.governmentjobs.com/careers/pwca/classspecs>.

13. **Question:** Do the job descriptions include compensable factors such as knowledge, skills, abilities, licensure/certifications, education requirements, working conditions, supervisory scope, and fiscal responsibility?

**Response:** Yes, our job description template includes required education, years of relevant experience, licensure/certification, knowledge skills and abilities, working conditions, physical requirements, fiscal responsibility, and supervisor and management authority exercised.

14. **Question:** When were the job descriptions last updated?  
**Response:** Job descriptions are continually updated as needed. For example, we require that all hiring managers review and update job descriptions prior to recruiting for vacant positions.
15. **Question:** How many union contracts are currently in place, and which unions are represented?  
**Response:** We do not have any current union contracts.
16. **Question:** Are there Civil Service employees?  
**Response:** Not applicable.
- a. **Question:** How many employees are covered?  
**Response:** Not applicable.
- b. **Question:** Which classifications are included?  
**Response:** Not applicable.
17. **Question:** In addition to the Compensation Consulting Services section of the RFP, will the successful bidder be provided documentation related to “as needed” tasks, including access to payroll and HRIS system information to assess system capabilities, effective and efficient use of the technology and determine whether compensation and performance features are fully utilized?  
**Response:** Yes, the successful offeror will be provided with documentation on an as-needed basis related to future work.
18. **Question:** Does the Prince William Water currently maintain a formal pay-for-performance system?  
**Response:** Yes, we have a formal pay-for-performance policy that aligns with our compensation philosophy as approved by our Board of Directors. This pay-for-performance policy is supported by related processes and procedures.
19. **Question:** For the published survey sources to be used in the compensation benchmarking – what surveys does Prince William Water have access to already?  
**Response:** Survey sources for future work may be mutually agreed upon. We currently purchase access to ERI, Salary.com’s Comp Analyst, and we participate in and purchase HRA-NCA’s surveys.

20. **Question:** In the Projects Deliverables section, there are references to engineering reports and permits – can you confirm that is not applicable for this RFP SA 2619? If applicable, please clarify.

**Response:** Any references to engineering, drawings, design, or permits throughout the solicitation and associated agreements are not applicable to this RFP.

In reference to Section 4.2 of the solicitation, the first paragraph has been revised as follows:

#### **4.2 Project Deliverables**

Every Work Order Agreement should list the deliverables to be provided by the Contractor along with the associated timeline and schedule which includes but is not limited to: studies, preliminary reports, and predetermined milestones, final proposal documents, etc. Monthly progress reports to be provided for each task in the attached format, capturing at a minimum:

21. **Question:** What is the desired project management meeting cadence (weekly, bi-weekly, monthly)?

**Response:** Meeting cadence can be mutually agreed upon between Prince William Water and the successful offeror for future work under this contract. It may vary based on the nature of the work or project and may be more intensive during certain phases of an engagement.

22. **Question:** Under the section Compensation Consulting Services – is Prince William Water looking for a policy / program review for these items or specific actions?

**Response:** This section of the RFP is intended to provide examples of the possible breadth and depth of future consulting work required. Specific requests will be detailed in as needed future Work Order Agreements under the resulting contract from this solicitation .

a. **Question:** If so, what specific outcomes are desired?

**Response:** Please see the previous answer.

23. **Question:** Under the section Compensation Consulting Services – can Prince William Water provide the number of unique jobs, and the specific titles, for those you intend to have covered in the custom salary survey?

**Response:** These details will be provided in future Work Order Agreement request under the resulting contract from this solicitation. Typically, Prince William Water will request a specific count or range of the number of positions to be included in a salary or total compensation survey. The successful offeror and Prince William Water will then mutually agree on the specific list of benchmarks before conducting the survey.

24. **Question:** What is Prince William Water’s comfortability with using published survey data vs. requiring custom survey data for the majority of roles?

**Response:** Our compensation philosophy requires both custom survey data from identified peers as well as published survey data. The combination of these two sources represents our labor market.

25. **Question:** How many jobs and employees would be in scope for the study?  
**Response:** Previous total compensation studies included between sixty (60) and seventy (70) benchmark jobs. Details on future work including total compensation studies will be included in Work Order Agreement under the resulting contract from this solicitation .
- a. How many total jobs and employees does Prince William Water have? Can a job list be shared?  
**Response:** Prince William Water currently employs approximately 381 employees in a total of approximately 180 total classified positions.
26. **Question:** Can the current pay programs be shared for reference? How long have these been in place?  
**Response:** Yes, we need additional clarification on what you are referring to as pay programs though. Prince William Water can share all applicable policies, job descriptions, and salary ranges. Prince William Water adopted the current compensation philosophy in 2013, and other policies, processes, programs and reference materials adoption and revision dates will vary.
27. **Question:** When was the last market assessment completed at Prince William Water?  
**Response:** The previous total compensation study was completed in July 2025.
28. **Question:** Who is Prince William Water's current employee benefits consulting partner?  
**Response:** USI Insurance Services provides services for benefit programs.
29. **Question:** Does Prince William Water's current partner get remunerated by fee or commission or a combination?  
**Response:** The current contract utilizes an hourly rate fee structure. Compensation is based on hourly rates for actual hours worked.
30. **Question:** Does Prince William Water place the insurance coverage directly with the carrier or is the expectation that the chosen vendor partner will also handle the placement?  
**Response:** This RFP does not cover health, dental, vision or other benefit programs.
31. **Question:** Does Prince William Water provide a benefits enrollment system?  
**Response:** Yes, we use ADP Workforce Now for benefits enrollment.
32. **Question:** Does Prince William Water require the chosen vendor partner to use their contract for this engagement?  
**Response:** No.

33. **Question:** What is Prince William Water’s expectation on contractual Limits of Liability?  
**Response:** Please see Page 70 of the solicitation document, section 5.8, Disclaimer of Liability.
- a. **Question:** Does Prince William Water’s expect unlimited liability?  
**Response:** Please see Page 50 of the solicitation document, ATTACHMENT C REQUIRED INSURANCE LIMITS.
34. **Question:** Where will the work be performed?  
**Response:** Work is generally performed remotely and in-person meeting requirements that vary based on the nature of future work and deliverables required by the scope of work contained in the individual requests for Work Order Agreements under the resulting contract from this solicitation.
35. **Question:** What are the hours of operation for a standard 40-hour work week?  
**Response:** Our standard work week is 37.5 hours per week, and normal business hours are 8:30 AM to 5:00 PM Monday through Friday.
36. **Question:** Does Prince William Water observe federal public holidays (5 U.S.C. 6103)?  
**Response:** Here is a list of Prince William Waters observed holidays:
- **New Year’s Day** – Thursday, January 1, 2026
  - **Martin Luther King Jr. Day** – Monday, January 19, 2026
  - **Washington’s Birthday (Presidents’ Day)** – Monday, February 16, 2026
  - **Memorial Day** – Monday, May 25, 2026
  - **Juneteenth National Independence Day** – Friday, June 19, 2026
  - **Independence Day** – Saturday, July 4, 2026 (observed Friday, July 3, 2026)
  - **Labor Day** – Monday, September 7, 2026
  - **Columbus Day** – Monday, October 12, 2026
  - **Veterans Day** – Wednesday, November 11, 2026
  - **Thanksgiving Day** – Thursday, November 26, 2026
  - **Day after Thanksgiving** – Friday, November 27, 2026
  - **Christmas Eve** – Thursday, December 24, 2026
  - **Christmas Day** – Friday, December 25, 2026
37. **Question:** If work is performed remotely, will laptops and accessories be provided for contract employees?  
**Response:** If a vendor is selected to work on a project for us, it is expected they will already have the tools they need to complete the work.
38. **Question:** What are the specific submission requirements for deliverables and key milestones?  
**Response:** Specific submission requirements for deliverables and key milestones will be defined in each Work Order Agreement issued under the resulting contract from this solicitation. These requirements may vary depending on the scope and nature of the work assigned.

**End of Addendum Number One**