



## **ADDENDUM # 01**

### **Invitation to Negotiate (ITN) for Compensation Analysis Consulting Services PR 25-5076**

**ADDENDUM # 01 to the Compensation Analysis Consulting Services for The Early Learning Coalition of Broward County, Inc. is replacing the ITN in it's entirety with a new one with updates to the following Sections - C.3 item c. Compensation Philosophy and Policy Review, C.3 item f. Additional Services, and D. Preferred Schedule of Services for the Initial Contract Year:**

- c. Compensation Philosophy and Policy Review: The Vendor will review Coalition existing policies and procedures for salary administration and make recommendations for improvement based best practices and trends in compensation strategy that may differ from traditional strategies in a modern, multi-generation workplace.
  
- f. Additional Services: The COALITION may determine that additional services are necessary and may engage the Vendor to perform those services. Additional services, if offered by the Vendor, may include but are not limited to:
  - Position grading guidance
  - Salary structure shift recommendations
  - Compensation decision-making guidance and answers to ad hoc questions from staff or Board members
  - Assistance developing communication tools to help staff communicate the COALITION's compensation strategies and approach to pay equity in a relatable way for all employees.

**D. Preferred Schedule of Services for the Initial Contract Year:**

<b>Period or Deadline</b>	<b>Service Required</b>
<b>January 2025</b>	Gather data, review job descriptions, interview staff & key board members and identify peer group organizations for salary benchmarking
<b>February 2025</b>	Collect salary benchmarking data, continue interviews with staff & key board members and complete market place analysis
<b>March 2025</b>	Deliver draft salary survey reports to staff and key board members for feed back
<b>April-May 2025</b>	All reports and proposed policy changes are finalized. COALITION may request the Vendor to present the draft report and recommendations at Executive Committee and Board meetings in April & May
<b>June 2025</b>	COALITION may request the Vendor to present the final report to Executive Committee and Board meetings to coincide with annual budget approval during early to mid June.
<b>July 1, 2025</b>	Coalition implements updated structure and polices
<b>July 1, 2025 to end of contract term</b>	Vendor provides ad hoc advisory services and updates as needed.