

**ADDENDUM NO. 1
TO THE SALARY CONSULTANT RFP**

**Salary Consultant RFP
Madras, Oregon**

TO: All RFP Respondents
DATE: July 2, 2024

The following changes, additions, and/or deletions are hereby made a part of the RFP Document for the above-mentioned project, proposals due July 26, 2024, as fully and completely as if the same were fully set forth therein.

PROJECT TIMELINE - Page 10:

- “The City of Madras is requesting that the project work by the Contractor is completed by July 19, 2024”. **Changed to** “The City of Madras is requesting that the project work by the Contractor is completed by November 29, 2024”.

INTRODUCTION - Page 2:

- Salary consultant to review and update job descriptions.

TASKS – PAGE 10, LINE E:

- “The Contractor will be onsite to present the final project report to City Administrator and HR Director.” Changed to “The Contractor will be onsite or remote to present the final project report to City Administrator and HR Director.

LIMITATIONS – PAGE 5:

- The proposal should not exceed nineteen (16) pages, excluding the cover sheet, certificate of nondiscrimination, and any tabs or indexes. **Changed to** “The proposal should not exceed sixteen (16) pages, excluding the cover sheet, certificate of nondiscrimination, resumes, tabs, addendum acknowledgement, and/or indexes”.

ALL THOSE SUBMITTING A PROPOSAL SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE PROPOSAL. PROPOSALS SUBMITTED WITHOUT ACKNOWLEDGEMENT OF THIS ADDENDUM IN THE PROPOSAL WILL BE CONSIDERED IRREGULAR.

Rebecca J. Mock, Ph.D., SHRM-SCP
HR Director

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