



Addendum #1

November 10, 2022

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Compensation Study
JJC PROJECT NO.: R23006

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions Received:

1. Does the College use a formal job evaluation method for placing the jobs into the current pay structure?
The college has utilized the National Position Evaluation System and its guidelines/principles for evaluating compensable factors. We have developed in house compensation tools, as well.
2. In the scope of services, the College is requesting “Resulting documentation will include up-to-date, clearly defined classification specifications for all jobs/grade levels. Distinctions between jobs should be readily understood and defensible, while providing broad based, generic classifications, where appropriate.” There are two options for the consultant to get accurate job information, either through current Job Descriptions (if considered updated), or through employee questionnaires. Does the College consider the current job descriptions accurate or will questionnaire be needed?
In general, job descriptions are on file and accurate. However, there is interest in allowing employees an opportunity to share additional/new information and or engage in conversation about the positions. We are open to utilizing employee questionnaires as part of the process.

End of Addendum #1



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Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.

Issued by:

Matt Stephenson
Senior Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature