

Addendum No. 3
RFP No. 2025-002
Salary Comparability Study
Date: July 16, 2025

Q.1. Number of job titles?

A.1 CKHA currently maintains approximately 39 job titles across 17 pay grades.

Q.2. List of job titles (excel spreadsheet would be fantastic)?

A.2. CKHA will not be providing a full list of job titles at this stage of the procurement process. The selected firm will have access to all necessary classification and compensation data upon contract award. For proposal purposes, vendors should plan to review and revise approximately 39 job descriptions across 17 pay grades, as stated in the RFP. This includes conducting a comprehensive salary comparability study and updating all associated job descriptions.

Q.3. Date of last study/job description update?

A.3. The most recent salary study was completed in 2021. These documents have served as the basis for the current compensation structure but require updating to reflect CKHA's evolving organizational needs and labor market conditions.

Q.4. Does CKHA have a preference on "in person" vs doing it virtually?

A.4. CKHA is open to both in-person and virtual engagement, depending on feasibility and cost. The optional kick-off, close-out, and Board of Commissioners (BOC) presentation meetings listed in the RFP may be conducted virtually or in person, based on mutual agreement. Virtual methodologies for employee engagement (e.g., surveys, interviews) are also acceptable, provided they maintain data accuracy and completeness.