



HO-CHUNK NATION

DEPARTMENT OF THE TREASURY

PROCUREMENT DIVISION

September 16, 2022

ADDENDUM #1

RFP #2022SFS15

Comp & Class Consultant Services

Responses (**Red**) to Vendor Questions

1. Does the Ho-Chunk Nation have an approximate timeline for when it would like the compensation and classification study completed? **We are looking for the vendor to specify what the timeline for the project will be.**
2. Whom from the Ho-Chunk Nation will the consultant work with throughout the duration of the compensation and classification study? **The Department of Personnel Staff.**
3. How does Ho-Chunk Nation anticipate decisions will be made through the duration of the compensation and classification study? **The Executive Director of Personnel will take the lead in informing the vendor of decisions that need to be made.**
4. Does the Ho-Chunk Nation have a total rewards philosophy and strategy? **No.** If not, as part of the compensation and classification study, is development of a total rewards philosophy and strategy desired? **No.** If Ho-Chunk Nation has a total rewards philosophy and strategy, does it need to be evaluated and/or revised? **N/A.**
5. How would you describe the state of the Ho-Chunk Nation's compensation and classification program? What are the pain points or primary challenges of the current compensation and classification program? **We would like to ensure all positions are within the market value for the industry norm.**
6. How many total employees does Ho-Chunk Nation have? **2,000+** How many FTEs does Ho-Chunk Nation have? **Most of the 2,000+ are FTE.** How many of Ho-Chunk Nation's employees are regular employees and how many are employed on a seasonal/temporary basis? **Most of the 2,000+ are regular employees.**

7. How many total jobs does Ho-Chunk Nation have? **950+** How many benchmark jobs does Hu-Chunk Nation anticipate will be included in the compensation and classification study?
8. Will the jobs included in the compensation and classification study span all operations, including government, gaming facilities, hotels, resort, convention center, convenience stores, gift shop, and other ancillary businesses? **Yes.** Can Ho-Chunk Nation provide a list of all jobs to be included in the study by operational area? **Not at this time.**
9. Does Ho-Chunk Nation's compensation and classification program include a formal job evaluation/classification system? **No.** If Ho-Chunk Nation's compensation and classification program is built on a formal job evaluation/classification system, what is the current system being used?
N/A.
10. Is Ho-Chunk Nation interested in its compensation and classification program being built using both market data and a job evaluation/classification system? Is Ho-Chunk Nation open to its compensation system being "market-based"? **Yes.**
11. Does Ho-Chunk Nation have or use any compensation surveys that it would like incorporated into the compensation and classification study? **No.** Are there any particular compensation surveys for which Ho-Chunk Nation desires for a compensation consultant to provide as part of the compensation and classification study? **No preference.**
12. Are there special market forces at play for any of Ho-Chunk Nation's jobs? If so, can you please explain these market forces? **To be discussed at a future date and time.**
13. Does Ho-Chunk Nation's compensation and classification program include a formal pay structure or structures? **Yes.** If so, how many pay structure(s) does Ho-Chunk Nation have. **The Nation has 46 pay grades with adjusted grades based on location.** Can Ho-Chunk Nation provide the pay structure(s) currently in use?
14. Does Ho-Chunk Nation desire that new pay structures be developed as an outcome of the compensation and classification study? **Yes.** If Ho-Chunk Nation does not desire for new pay structures to be developed as an outcome of the study, is there a system that Ho-Chunk Nation desires. **To be discussed at a future date and time.**
15. Does Ho-Chunk Nation desire that the compensation and classification study include the review or design of an incentive plan? **Perhaps, would need to learn more about it.**
16. Does the Ho-Chunk Nation have a performance management program/system? **Yes.** If not, as part of the compensation and classification study, is development of a performance management program/system desired? If Ho-Chunk Nation has a performance management program/system, does it need to be evaluated and/or revised? **Not at this time.**
17. Does Ho-Chunk Nation desire that formal guidelines, often called Compensation Administration Guidelines, be developed to document the compensation system? **Yes.**

18. Should the results of the compensation and classification study show that market adjustments are needed for employees, does Ho-Chunk Nation have resources available to make these adjustments?
Yes.

END OF ADDENDUM

Steve Sallaway
Procurement Agent
Ho-Chunk Nation Treasury Department
Procurement Division
W9814 Airport Road
Black River Falls, WI 54615
800-779-2873 Ext. 1502