



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

## ADDENDUM # 4

To: File 1901-918-65-4876

QQ/RFP for: Human Resources Management Consulting Services

The following questions are asked:

**Question 1:** In paragraph 10.3 Submission Requirements, can you elaborate on the term “development strategy” to ensure a response to the correct issue?

**Answer 1:** What would be the Consultant’s strategy to assist the Director of Human Resources through the implementation of a new department organizational structure, new technology, and mentoring/coaching processes.

**Question 2:** What system does SAHA currently use for organization management?

**Answer 2:** There is no specific system in place at SAHA for organization management.

**Question 3:** When specifying performance evaluation does this mean performance appraisal? If appraisal, what is the review period (i.e. 1 year), and what type of evaluation (i.e. supervisor, employee 360 feedback)?

**Answer 3:** SAHA is implementing new technology to enhance our performance evaluation process. The current performance appraisal process is for a one year review period prepared by the employee’s Supervisor.

**Question 4:** Does SAHA use the same HRIS system as the City of San Antonio?

**Answer 4:** SAHA uses NeoGov.

**Question 5:** Explain the start date of the work. Is it the date of award or some other type of notification?

**Answer 5:** Subsequent to the date of award, SAHA will provide the awarded Contractor a Notice to Proceed.

**Question 6:** What type of information is needed in the field “Extension” on the Quote Fee Sheet, Item #1?

**Answer 6:** The “Extension” field is for the total of the project based on the price per month and per hour for the number of days proposed to complete.

By: Shayne Everett-Endres

Date: January 29, 2019

Shayne Everett-Endres, Purchasing Agent