

**Addendum #1 to RFP #09022011**  
**Employee Classification and Compensation Study**  
**McHenry County College**

This Addendum is in response to the inquiries from potential bidders. This Addendum constitutes changes to the specifications as sent out in the original RFP and other pertinent information shared with all vendors. All changes and information listed on this Addendum should be considered as the official modifications to the specifications and should be included in your proposal with these in mind.

Please acknowledge your receipt of this addendum by attaching a signed copy of the addendum with your proposal response.

Received and acknowledged by: \_\_\_\_\_

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- 1) The RFP indicates that 299 position titles will be included in the study (112 classified, 146 professional, 41 administrative). Do these numbers refer to job titles or employees? Can you tell us the number of employees and the number of job titles/descriptions in each category? **Those numbers refer to # of employees. The approximate number of positions is 242. They are not specifically in "categories" at this time. That is also what we are looking for assistance with out of this project.**
  - 2) Will the study include those employees represented by the Staff Council? **Yes.** If so, will union representatives be involved in the project? **Yes.**
  - 3) Is the College looking for a formal job evaluation (internal equity) system? **Yes.** If so, do you have an expected or desired approach, such as point-factor, factor comparison, leveling guides, etc.? **Preferably point-factor, but will look to your recommendations.** Do you have a current system? **Yes/not a good one.** Are you looking to have a single system/approach for all three employee categories? **Not necessarily. Again, looking for a recommendations.**
  - 4) For a project such as this, we would typically distribute Job Analysis Questionnaires to employees to validate and update job duties, responsibilities, and requirements. Is this consistent with the College's expectations? **Yes, however, the questionnaires must have the Supervisor's validation after the employee has completed them, and before the analysis is run.**
  - 5) How many separate pay schedules does the College maintain for these employees? Can you share these pay schedules with bidders? **Currently the College has two with plans to go to one.**
  - 6) For the market study, does the College have any expectations regarding the number and type of peer employers? Are you interested in benchmarking against other colleges only or are you also interested in other types of employers? Do you expect to have the same peer list for all three employee categories? **Other community colleges and private sector within a 50 mile radius.**
  - 7) Firm/Vendor locale is included in the Evaluation Criteria section of the RFP. What weight is given to an organization's location in MCC's evaluation of proposals? **Travel and lodging costs for overall quote should be included in quote.**
  - 8) Firm/Vendor's past relationship is also included in the Evaluation Criteria Section of the RFP. What firm completed the last employee classification/compensation study, when was it conducted, and are there specific challenges with the current system that MCC seeks to address during this procurement? **The previous classification study was completed in 1996. Challenges include significant changes in some positions due to several reorganizations and lack of an effective tool to reclassify positions as job descriptions are updated.**
  - 9) Under the Experience and Operational Plan section of the RFP, there is a reference to a description of the equipment to be used. Can MCC elaborate on what information is expected to adequately address this requirement? **Not Applicable to this RFP.**
  - 10) How many employees fall within the following categories:
    - a. Classified -112
    - b. Professional-146
    - c. Administrative-41

- 11) For the Job Evaluation system, does MCC anticipate 3 separate systems (i.e classified, professional, and administrative) or would separate systems for exempt and non-exempt positions be acceptable? **Yes, likely for Exempt and non-Exempt, however, looking for a recommendation of best practice.**
- 12) Item 4 in the scope of work includes a referenced to a separate ranking system for highly competitive market driven positions. Is MCC stating that they anticipate these positions will be placed in a separate compensation plan from the other positions? Approximately how many jobs does this include and can MCC provide a list of the titles? **Possibly. We will look for a recommendation on that.**
- 13) Are any of the classified, professional, or administrative positions covered by a union? **Only Classified and Professional positions.**
- 14) Does MCC have available published survey data or is the consultant to conduct a custom survey? **Consultant will conduct a custom survey.**
- 15) Does MCC have an existing compensation philosophy? **Currently both staff and administrator positions are assigned a level. Pay minimum/maximum is dictated by these levels. Staff levels are dictated by the current evaluation tool in place since 1996. Nothing specific for Administrators.**
- 16) What is the anticipated start date of the project (in support of completion no later than March 1)? **Mid to late Fall.**
- 17) How does MCC want the Details Pertaining to Responses to RFP items organized? Unless appropriate to place elsewhere, can these items be addressed in the Experience and Operation plan section of the response? **Responses should be aligned with the scope of the RFP. See page 12 under Scope of Work, "Details Pertaining to Responses" to RFP.**
- 18) Are MCC's existing job descriptions current? **For the most part.**
- 19) Does MCC expect employee meetings/orientation sessions to be conducted to explain the project to all classified, professional, and administrative staff? **Yes**
- 20) What is the anticipated budget for this project? **This project is budgeted in FY12 and we do not wish to share.**
- 21) Are there current job descriptions for all the positions? **For the most part, yes.**
- 22) Are members of Senior Management to be included in this study (e.g., President, COO, etc.)? If so, how many positions? **Yes, everyone except the President. See positions noted in Section 5.0, bottom of page 11 and top of page 12.**
- 23) Does the College expect a competitive market analysis of each of the 299 positions or can a representative sampling of positions be market priced? **A competitive market analysis.**
- 24) Does the College have a preference for the new classification system (e.g., rank, point factor, or market-based)? **Probably point –factor, looking for best practice.**
- 25) **CRI** specializes in designing salary administration programs using the market-based approach. Is the College open to a market-based compensation program where positions are assigned to a salary structure based on their relative worth in the marketplace? **Other community colleges within a 50 mile radius, and market based.**
- 26) Does the College embrace a “pay-for-performance” environment? Does the College currently have a Performance Management Program? **Not currently, may move to that eventually.**
- 27) Would MCC prefer meetings to be conducted on-site? If so, how many meetings are anticipated? **On Site, Consultant should let us know how many will be necessary.**
- 28) Has a budget been established for consulting services under this RFP? If so, is MCC willing to share this figure with the prospective consultants? **This project is budgeted in FY12 and we do not wish to share.**