

**Request for Proposal Q01106
Equity Compensation Study
Addendum #1
April 6, 2023**

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following questions received:

1. Are there any employee groups not included in the study (e.g., Executives, faculty, adjunct faculty, part-time, temporary employees)?
Response: Faculty, adjunct faculty, and temporary employees.
2. Is there an expectation that a position description questionnaire to gather current job information will be provided to employees that occupy the jobs included in the study?
Response: No.
3. Once the new job information is available, is it your expectation that the Consultant will draft the new job descriptions using the questionnaire information for all jobs, a sample of jobs or will the Harper College team be writing the new job descriptions?
Response: No.
4. Additional MWBE questions: If the firm uses an established, vetted subcontractor, does the GFE still need to be performed? Is it permissible to use subcontractors outside of the state of Illinois?
Response: If your firm is not meeting the 30% participation goal, then the form Demonstration of Good Faith Efforts still needs to be completed. Qualified BEP subcontractors should be certified by the Department of Central Services as a certified BEP firm whether or not they are an Illinois firm.
5. How many employees are to be included in the study?
Response: 634
6. How many unique job titles or job classifications are included in the study?
Response: 350
7. What is the anticipated start date of the project and is there any flexibility in the start date?
Response: We anticipate starting the project in June and completing it in December.
8. What is the expected timeline for the project and when does the College need final results/recommendations?
Response: We anticipate starting the project in June and completing it in December.

9. Regarding the statement: “This solicitation includes a specific BEP participation goal of 30% of the total dollar amount awarded to MBEs and FBEs, with at least 50% of the total dollar amount awarded to FBEs.”
- Can you please confirm if the MWBE 30% goal is required or aspirational?
Response: It’s an aspirational goal; however, the expectation is that the contractor will make good faither efforts toward meeting the goal. Request a waiver if you are unable to meet the goal.
 - If aspirational, are GFE’s required?
Response: “The Utilization Plan” and “Demonstration of Good Faith Efforts to Achieve Goal and Request for Waiver” must be sealed and submitted with BID.
 - If GFE’s are required, will the College consider extending the proposal due date?
Response: Not currently. If we decide to extend the proposal due date, we will send out another addendum and notify all vendors.
 - Can the consultant self-perform these services?
Response: Yes.
 - Can you please confirm what is required in regards to the statement “with at least 50% of the total dollar amount awarded to FBEs?”
Response: This solicitation includes a specific BEP participation goal of 30% of the total dollar amount awarded to MBEs and FBEs. The College will accept any combination of MBE, FBE % toward meeting the aspirational goal.
10. Will you accept the proposal via email or electronic submittal in lieu of hard copies or USBs?
Response: The College will not accept e-mail transmission or electronic transmission in lieu of receiving sealed proposals.
11. If hard copies are required, will you accept scanned signatures in lieu of original ink?
Response: Yes, scanned signatures are acceptable.
12. Regarding notarized forms, we have the ability to notarize the forms but due to employees working remotely, all forms will be scanned. Is that acceptable?
Response: Yes, scanned forms are acceptable.
13. Before applying for the RFP, I wanted to check-in about the references. We've done substantial compensation work for a number of k-12 and non-profit organizations; however, we have not done comp work specifically in the higher ed space. I believe our knowledge, design acumen, and approach are very much aligned to your needs (and can be generalized to the higher ed space which has a lot of best practices we've leaned on), but I wouldn't want to apply if the higher education references around comp work would knock us out of the running. Curious to hear your thoughts.
Response: The College will evaluate all proposals received.
14. How many unique job titles presently exist within the College?
Response: 342
15. Does the College has access to any salary survey sources (e.g., CUPA-HR) that chosen firm should evaluate as part of the compensation assessment. For example?
Response: We could make it available

16. Can we propose on steps to collect job and classification information as an option in lieu of the internal team completing this work?
Response: Yes.
17. Should we plan for the implementation meetings with leadership and employees to be in person or virtual? Are there other anticipated in person meetings (e.g., at project launch or results with the project team)?
Response: Meetings can be in-person or virtual. For the project's conclusion, we are looking for 3 in-person meetings – 1 with the leadership team and 2 presentations with staff.
18. Is there a specific expectation for project start and completion dates?
Response: We anticipate starting the project in June and completing it in December.
19. How many employees are included in this study?
Response: 634
20. How many unique roles are included in this study?
Response: 350
21. Are there any represented employees included in this study? If so, how many CBAs are there?
Response: 6
22. Are onsite presence/meetings preferred or required for this study or is remote acceptable?
Response: Meetings can be in-person or virtual. For the project's conclusion, we are looking for 3 in-person meetings – 1 with the leadership team and 2 presentations with staff.
23. As part of the job analysis, can an electronic job analysis questionnaire be conducted with employees?
Response: Yes.
24. Are class specs/job descriptions up to date?
Response: Yes.
25. Can the proposal be submitted electronically rather than a hard copies mailed?
Response: The College will not accept e-mail transmission or electronic transmission in lieu of receiving sealed proposals.
26. Excluding faculty, how many unique job titles does the College wish to include in the project?
Response: 350
27. How many unique titles does the College wish to benchmark against the external labor market?
Response: To be determined. Many of our job titles can be consolidated and we would like the study to match.
28. Will faculty be included in the project?
Response: No
29. Does the College desire the consultant to write job descriptions for each job?
Response: No

30. How many total employees does the College have?

Response: 1,288

31. As a large publicly traded company, our Executive Vice President is the person authorized to sign contracts and bind the organization. We have certification indicating such that we can provide along with the RFP submission. Is it okay, given that, for us to have our EVP sign all required documents?

Response: *Your Executive Vice President or an officer authorized to bind the company can sign in lieu of the "Chief Executive Officer." You can also add a cover letter or certification identifying the officers authorized to negotiate and bind the organization in addition to the signed forms.*

Sincerely,
Karen McCoy
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