

REQUEST FOR PROPOSAL

PROJECT NO. RFP 18-37

Salary Benchmark Tool Services

QUESTIONS AND ANSWERS No. 001

Date: July 25, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1. Do you want a stand-alone solution that is separate from PeopleSoft?

Response: A stand-alone solution would work fine but it should allow for employee data from HCC's PeopleSoft Financial System, to be uploaded into the stand-alone system.

Q2. Are you seeking a software solution or a database you can access the market information?

Response: A software solutions that serves as a database to manage HCC's compensation and survey data and allow for pay structure modeling, merit modeling and data visualization in reports and presentation-ready format.

Q3. How many new hires are you adding per month to upload new employee data?

Response: New hires vary throughout the year, but the automated solution should allow for benchmarking at any time and not dependent on the number of new hires. The employee information upload would be on a per pay period basis.

Q4. How many third party surveys do you currently leverage? If so, what are they?

Response: The HCC jobs were benchmarked by a consulting firm through a compensation study and we currently collect peer data manually. We anticipate purchasing a total of 15-17 surveys on a rotating basis depending on budget.

Q5. Are you creating new structures in your current state? If so what are they?

Response: No, we are not, but we would like the option to model new structures as necessary.

Q6. What types of reports do you require? If available, please provide examples.

Response: Benchmarked Salary Data Reports and Cost Analysis Reports.

Q7. How many users would require training of the solution?

Response: Six (6).

Q8. How many HCC business resources will be fully dedicated to this project?

Response: 1.5 People.

Q9. Are there any peak periods the above resources would have limited availability when needed?

Response: The compensation team works on a list of projects in addition to their regular daily responsibilities. Timeline will be incumbent upon the projects that are currently working on. The Proposer shall identify the estimated day/time said HCC (1.5 FTE) resource will be required in the proposal implementation plan as noted in section 4.4.e.ii.

Q10. Will HCC assign a Project Manager to support this project?

Response: Yes

Q11. What is your preferred method of communication for this project?

Response: Web conferencing and phone calls followed-up by written documentation from supplier of topics or issues discussed.

Q12. What would be the expected business resources response turn-around requests/information needed to move the project along?

Response: For both HCC resource and Successful bidder, Proposers shall answer Questions within 4 to 6 hours and Technical issues – 24 to 48 hours.

Q13. Do you need to ensure compliance with industry or legal benchmarks? If so, what are they?

Response: Please see Section 1 – Project Overview & Scope of Services states Respondent must comply with all local, state and federal laws and regulations affecting their business and their employees. In this regard, identify how your organization will comply with the requirements of the Affordable Care Act as it relates to temporary staff, if any, provided to HCC. Successful Respondent(s) agree to be liable as the common law employer under the Affordable Care Act regulations.

Q14. Business Relationship Strength indicates encouragement of leveraging HCC's interns for this effort. Trinity Strategic Consulting, Inc. is a strong supporter of leveraging interns with Community Colleges local to the North Carolina area. However, being an out of state contractor for this effort would limit our ability to engage a HCC intern. To that end, would this be deal-breaker for us as a contender for this effort?

Response: No.

Q15. Your RFP is encouraging of contractors local to your area to respond to this effort; however, given that we are an out of state minority woman owned small business, are there any legal barriers, etc. that we need to know to do business with HCC in the state of TX?

Response: Proposers should rely on their own Legal Counsel. However, reference HCC Small Business Program at <https://hccs.sbcompliance.com/?TN=hccs>.

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