

REQUEST FOR PROPOSAL

PROJECT NO. RFP 17-66

**PERFORMANCE EVALUATION PROCESS FOR
PERFORMANCE MANAGEMENT CONSULTANT SERVICES**

QUESTIONS AND ANSWERS NO. 2

Date: September 22, 2017

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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1. Who comprises the talent engagement team? What is the function of the talent engagement team?
Response: *All department employees perform Talent Engagement work to support all employees. Talent Engagement consists of: Talent Relations, Talent Total Rewards (Compensation, Benefits) and Technology, Talent Acquisition, Learning and Development and Payroll.*
 2. Is this project an extension of an existing project?
Response: *No*
 3. Is Talent Engagement Team responsible for organizational effectiveness?
Response: *No*
 4. Who is responsible for development and goal setting of the three categories of staff? Is goal setting and succession planning is a part of the performance management system?
Response:
 - *Employee's supervisors*
 - *No, not at the moment*
 5. What time of year does performance management occur?
Response: *Spring of each year*
 6. Are Merit increases tied into performance management? How?
Response: *Not at this time*
 7. Are bonuses and stock options tied into performance? Who is eligible to receive these benefits?
Response: *No*

8. What condition would trigger an extension of the contract beyond a year?
Response: *HCC is not anticipating an extension of the contract.*

9. If a new performance management system is recommended how will this new tool be rolled out? Is there a budget for training?
Response: *Roll out will occur but will wait until HCC has the results of the recommendations. HCC has a training budget.*

10. How does this project tie into the mission and strategic plan? Is the mission and strategic plan accessible to review prior to submission?
Response: *This project will enhance and support the HCC mission and strategic plan. Go to <http://sites.hccs.edu/transformations/strategic-plan-2019/>*

11. What will be the required work schedule for the firm during this project?
Response: *No required schedule*

12. Is there a start date and completion date for this project?
Response: *The beginning and ending for the project will be during HCC FY 2017-18 and should be completed within 6 months.*

13. What is the role and responsibilities of Senior Level Talent Engagement staff?
Response: *Chief Human Resources Officer, Senior Talent Engagement direct the payroll, talent acquisition, learning and development, compensation, benefits, talent technology and talent relations.*

14. Will there be only one (1) firm selected for this project?
Response: *Yes*

15. Can you please inform us as to the budget of this project and if it's not to exceed a certain amount?
Response: *There is no set budget.*

16. Can you provide some details regarding the payment terms?
Response: *HCC's standard payment terms are not 30 days. However, for this project HCC may make payments based on milestones completed.*

17. What are you looking for within the criteria for firm's qualifications?
Response: *Refer to RFP document, Tab 1, letter c, page 9.*

18. What type of technology are you using currently for your existing system?
Response: *PeopleSoft HCM.*

19. Please provide information pertaining to the dollar amount or range that is available to support the services that will be contracted for this RFP
Response: *There is a no specific budget allocated for this project.*

20. What would you most want to avoid? Please elaborate?

Response: *A complicated or overly complex system of evaluation.*

21. What information will be available regarding the methodology, rationale, and decisions made to develop and implement the current performance management system?

Response: *HCC is seeking proposals from potential providers as to what may work for HCC.*

22. What information regarding the design and execution of the current performance management system will be available?

Response: *The current system is available and can be seen on HCC website.*

23. What information will be available regarding the job duties of employees holding relevant job titles (e.g., job descriptions)?

Response: *Job descriptions are available.*

24. What information will be available regarding the prior system review completed 3 years ago?

Response: *HCC has the same system now that we had 3 years ago.*

25. Will a list of all job titles included in the project and the number of employees in each title be available?

Response: *Yes*

26. Has any job analysis been conducted of any of the job titles and will we have access to this information?

Response: *Yes*

27. Will department heads or supervisors be available to share information about employee job duties and performance standards?

Response: *Yes*

28. Has an assessment of adverse impact in performance scores been conducted? If no, should this be included in the proposal?

Response: *No. If the provider believes adverse impact should be included, then this should be part of the proposal.*

29. What is the ideal timeframe for project completion?

Response: *Less than 6 months from start of the project.*

30. Do we still need to propose a yearly total cost – even if the project is to be completed in less than one year?"

Response: *Price/Cost proposal should be to complete the project in the timeframe the provider believes is realistic.*

31. From your last time using this type of process can you define some lessons learned that provided the decision to hire a consultant for H/R on this project?

Response: *The decision to hire a consultant was based on the length of time since the last evaluation of the process and to see what new/innovative processes and best practices exist.*

32. With your current goal, not being technology focused, are there absolutes with tech that must be included in plans for this project?

Response: *No.*

33. As 35 Points, cost, is the highest on the criteria can we assume this is go to the lowest bidder when the other factors simply meet the level of quality asked versus best value with best qualifications and somewhat higher cost?

Response: *Best Value.*

34. Since there are only 5 points for a certified firm, does that say we could excel in all others and still submit and win as a non-local, non-certified firm?

Response: *Possibly.*

35. Is there a must not exceed range of costs, the highest criteria, for this project?

Response: *Yes*

36. The capabilities seem to require only fairly skills, is that correct for your expectations for the outcomes of this project?

Response: *Unsure of question as it is unclear as written.*

37. Is this a strategic step for your department or simply a choice to include consultant services to extend your knowledge and no long-term plan to incorporate new developed skills, ongoing?

Response: *Part of long-term tactical and strategic plan.*