



**Solicitation Amendment No. 2**

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| <b>To: Prospective Proposers/Offeror:</b>   | <b>Date:</b>        |
| Prospective Proposers   | August 10, 2021     |
| <b>Project Title:</b>   | <b>Project No.:</b> |
| Comprehensive Compensation Study  | RFP 21-54           |
| <p>Description of Solicitation Amendment: The Request for Proposal (Project RFP No. 21-54) is hereby amended as set forth below:</p> <ol style="list-style-type: none"> <li>1. Questions and Answers is released and attached.</li> <li>2. Exhibit - A Regulations, Strategies and Practices is released and attached.</li> <li>3. Exhibit - B Salary Schedules for Fiscal Year 2020-2021 is released and attached.</li> </ol> <p>Please visit our website at <a href="https://www.hccs.edu/about-hcc/procurement/">https://www.hccs.edu/about-hcc/procurement/</a></p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p> |                     |
| <b>Acknowledgement of Amendment No. by:</b>   | <b>Date:</b>        |
|   |                     |
| <b>Company Name (Bidder/Offeror):</b>   |                     |
|   |                     |
| <b>Signed by:</b>   |                     |
|   |                     |
| <b>Name (Type or Print):</b>  | <b>Title:</b>       |
|   |                     |



# HOUSTON COMMUNITY COLLEGE

**REQUEST FOR PROPOSAL  
PROJECT NO. RFP 21-54  
COMPREHENSIVE COMPENSATION STUDY SERVICES**

**QUESTIONS AND ANSWERS No. 001**

Date: August 10, 2021

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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Q1. Can you please clarify the where the “regulations, strategies and practices” mentioned in 2.1.1 can be found?

**Response: regulations, strategies and practices mentioned in scope of services in 2.1.1 are attached to Solicitation Amendment No.02**

Q2. Does the College have access to CUPA-HR salary survey data?

**Response: Yes**

Q3. Does the College have other salary survey sources they would like the chosen firm to evaluate for inclusion in the compensation study?

**Response: Yes**

Q4. Does the College track Classification of Instructional Programs (CIP) information for faculty positions and can they provided to the chosen firm?

**Response: We do, but not for compensation purposes**

Q5. Can I get All the pay structures and the stipends for executives and staff? Note that the Scope of Work says they are attached, I did not see them attached in the solicitation downloads.

**Response: pay structures attached to Solicitation Amendment No.02**

Q6. When does the HCC want the project to be concluded? How long is the duration of the project?

**Response: Early Spring 2022 & early Summer 2022**

Q7. How many employees are included in the study, I know that there are 900 Job Descriptions, but how many employees in the record?

**Response: 2413**

Q8. How many faculty members?

**Response: 873**

Q9. How many support staff?

**Response: 1428**

Q10. How many executives?

**Response: 93**

Q11. How many administrators (Deans, chairs, program directors)

**Response: 54 (chairs/program director accounted for in the Faculty count) Deans -23 accounted for in the Executive count.**

Q12. How extensive is the benefits analysis portion of the project?

**Response: No. Not applicable to this project.**

Q13. Do you require that we compare HCC benefits to other community colleges and with private organizations?

**Response: No. Not applicable to this project.**

Q14. I had a question about the number of unique roles per this scope of work for RFP 21-54. Could you clarify how many unique roles would be impacted by the study and also specify the number of unique job families?

**Response: No unique roles, HCC currently has no job families.**

Q15. Will proposals be accepted that do not make a good faith effort to identify a certified small business firm?

**Response: Yes, but failing to respond to the requirements set forth in the solicitation document will impact scoring.**

Q16. I can request for the notes and transcript of the pre-proposal meeting held for this RFP, held on July 29, 2021.

**Response: There are no notes or transcript from the virtual preproposal meeting, all questions needs to be submitted in writing via email. Refer to solicitation documents, all materials covered are mentioned in the solicitation document.**

Q17. Does the comprehensive equity review mentioned in section 2.1.4 on page 6 of the RFP include variables such as protected classifications and other factors typically considered in community college compensation, or is the study limited to equity based on longevity?

**Response: This will be an item for discussion as we look at the best way to address any equity issues. The college currently uses total years of experience both inside and outside the institution to make salary offers.**

Q18. Are the job classification descriptions for the 900 titles accurate? What is the date of their most recent update?

**Response: Yes. We reviewed this approximately 18-24 months ago**

Q19. What system/process/method does the organization currently use for job evaluation (meaning to establish internal equity and assignment to salary ranges)?

**Response: Refer to the Compensation Plan which is included in the RFP**

Q20. Is HCC open to meeting with consultants remotely, or are onsite visits preferred?

**Response: Meeting remotely is preferred**

Q21. Is HCC interested in Diversity, Equity, and Inclusion Consultative Services related to compensation?

**Response: Refer to the scope of Services and requirements as described in the RFP**