

QUESTIONS AND ANSWERS
REQUEST FOR PROPOSALS (RFP)
PROJECT NO. 14-08

Project Title: HCC Systemwide Salary Survey Services

Date: November 12, 2013

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College (HCC)

Subject: Questions and Answers for Request for Proposal, HCC Project No. 14-08

1. Will HCC make available a complete listing of all position titles (750) to prospective vendors?

Answer: Yes. There are 458 unduplicated position titles and 750 total position titles. The list will include the 458 unduplicated titles.

2. Firms interested in utilizing HCC interns: will the awarded firm be able to interview interns prior to their selection for this engagement?

Answer: Yes

3. Are firms that are certified Small Woman Minority Business Enterprise (SWMBE) required to demonstrate good faith efforts even if self-performing 100% of the work?

Answer: To the extent that any work shall be subcontracted, firms are always required to demonstrate a good faith effort.

4. Is HCC requiring a review of Fair Labor Standards Act (FLSA) and Equal Employment Opportunity (EEO) categories within the scope of work?

Answer: Yes

5. Page 18, Section 3.3, Past Performance (a), requires a list of all projects awarded to the company during the past 3 years. We have over 1,500 projects to include. Based on this amount, please advise as to how you would like the information provided.

Answer: You should provide enough information to full fill the requirements of the RFP. Respondents should provide information in the quantity and of the quality Respondent deems accurate and representative.

6. Page 18, Section 3.3, Past Performance (c), requires a list of contract the firm has lost during the past 3 years. Does this refer to contracts awarded to the firm and then subsequently lost due to performance issues?

Answer: Yes

7. Does the “analysis of each job” requirement refer to the review of the 750 job descriptions?

Answer: No. The analysis will be in regards to salary only and not duties, responsibilities or naming conventions.

8. How many of the job descriptions are faculty?

Answer: There is one job description for faculty. Faculty will be reviewed based on their educational and teaching level.

9. How many of the employees are faculty?

Answer: Approximately 831

10. Does HCC subscribe to any published surveys (i.e. CUPA, Chronicle of Higher Education, etc.) and, if so, will these be made available to the successful consultant?

Answer: The answer is yes to both questions.

11. How does HCC view internal equity? Assuming this means, to HCC, the relationship between and among positions, how are the various jobs (administrative, staff and faculty) assigned to the appropriate pay grades? Does HCC anticipate that this methodology will change as a result of this study?

Answer: Internal equity is viewed based on the duties and responsibilities of the position along with the total number related years of experience. Any change will depend upon results of study

12. Are HCC's existing job descriptions current, or does HCC anticipate that the successful consultant will collect questionnaires from employees?

Answer: The collection of job descriptions will not be required.

13. Can HCC share the approved budget for the study?

Answer: No