**TENNESSEE BOARD OF REGENTS**

**REQUEST FOR PROPOSAL (RFP) 18-0005**

Compensation Study

QUESTIONS AND RESPONSES

**DATE: September 13, 2017**

**Prospective Proposers in Attendance:**

Segal Waters Consulting

Deloitte Consulting LLP

F&H Solutions Group

**General Items:**

The dates in Section 2, Schedule of Events, were re-iterated and Proposers were reminded that all Proposals must be submitted no later than 2:00pm CT on 10/06/17 in order to be considered. Late Proposals cannot be accepted and shall be rejected as non-responsive. Proposers were also encouraged to closely review Attachment 6.12, Vendor Checklist for Prevention of Common RFP Mistakes that Lead to Proposal Rejection. Failure to provide/meet the mandatory requirements **in the format as specified in the RFP**, will be cause for proposal rejection by the TBR System Office (hereinafter TBR).

**Proposer Questions**:

Question #1: The study appears to cover an estimated 171 positions. Please define the following for the population of the employees covered by the study:

1. Number of employees in the positions covered by the study
2. Number of distinct salary ranges used to manage pay for the positions covered by the study.
3. The extent to which a position included in the study covers multiple employee levels (for example, Administrative Assistant I, Administrative Assistant II, Administrative Assistant III, etc.)

Response: a) Approximately 171

 b) Currently there are 2 pay structures: 1 for staff = 16 salary ranges; 1 for

 executives and presidents = 19 salary ranges

 c) Those are distinct positions and each is included separate in the overall count of

 171.

Question #2: To address what appears to be noted as potential additions to the compensation study as noted in the General Requirements section of the RFP, please confirm:

1. The number of positions that would be covered for a review of (i) Faculty and Faculty Administrator positions and (ii) staff positions at Colleges of Applied Technology.
2. The number of positions that would be covered if a review of FLSA status is requested.

Response: a) This would be determined at a later date, based upon which institutions utilize the services. This Successful Proposer must have the ability to conduct these types of salary comparisons also.

 b) Same response as Section 2.a) above.

Question #3: Are job descriptions available for the positions covered by the study?

Response: Yes

Question #4: Are any of the positions covered by the study also covered by a union contract?

Response: No

Question #5: Please confirm the type of peer organizations and industry benchmarks that TBR would prefer or require be included in the compensation study (e.g., similar higher education institutions, public/government, general industry, etc.)

Response: Similar higher education, where applicable. Some positions may need public/government if enough comparisons don’t exist within the higher education setting.

Question #6: Does TBR intend to provide the Successful Proposer with any proprietary survey data for the study?

Response: No

Question #7: Confirm the TBR audience to which the finding and recommendations need to be presented.

Response: To Human Resources staff, the Compensation Committee, Chancellor & Senior Staff, and Board Members.

Question #8: Will the Successful Proposer be prohibited from using staff that are based and work in India?

Response: It is preferred that the work be performed with the U.S.; however, if Proposer has employees located outside the U.S., they may be utilized with the understanding that the Successful Proposer must attend as many on-site meetings/conference calls as requested by the Institution. Additionally, the Institution will not be responsible for out-of-country phone expenses.

Question #9: Confirm the desired start and completion dates for the project.

Response: Summer 2018 – December 2018 - exact dates TBD

Question #10: Confirm if training assistance is required as part of implementation.

Response: Not for the initial study for the System Office. Some of the colleges may request it if the Proposer indicates its pricing is extended to the other institutions and they elect to utilize the resulting contract from this RFP.

Question #11: Is the definition of “Institution”, for purposes of qualifying eligible references (Attachment 6.4, Section B, paragraph 13), limited to current and former TBR System Office employees or does it also include employees of TBR affiliated colleges and universities?

Response: This RFP and the reference to “Institution” is only referring to the TBR System Office. Proposers are given the opportunity, per Item 6 on Attachment 6.3 to indicate if its willing to extend its pricing to our colleges and universities, as well as the University of Tennessee System and State of Tennessee Departments.