



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: April 19, 2016

RFQ #16-003-58

Job Classification and Compensation Study (Shelby County Human Resources)

TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by potential vendors. The answers are listed in **red** below:

1. What is the number of employees that would be included in the classification and compensation study?
5300
2. On the proposal response sheet, it asks if we qualify as an WBE. Our company is a WBE and is certified as such by some organizations, though not Shelby County. To accurately respond to that question, can you please let us know if we should be certified by Shelby County to check WBE there?
Yes
3. Approximately how many job titles and positions are to be included in the scope of work?
650
4. Are the County's existing job descriptions current and accurate or would they be updated as part of the study?
Descriptions are current.
5. Regarding the performance evaluation system that is presently in place (#2 under Scope of Work), what is the County's expectation of the consultant? The inclusion of a performance evaluation system can be as simple as designing administrative guidelines that relate range penetration to performance or as complicated as actually redesigning the system itself by changing the form, conducting training for appraisers, etc.

Designing administrative guidelines that relate range penetration of salary ranking structure to performance.

6. What is the County's desired timeline for completion of this project?
120 days
7. Do you have to obtain the vendor number and EOC certification number prior to submission of a proposal or only before the contract would be finalized?
A vendor number and EOC number is required to do business with Shelby County Government. Both applications must be submitted prior to the RFQ due date. If the numbers have not been assigned prior to the due date, simply state "pending" on the Proposal Response Sheet.
8. Will there be a need for a strategic communications plan to augment findings?
Scope of work includes production of implementation phases as a result of any study findings. Communications strategy could very likely be a component of this deliverable.
9. Will there be a single point of contact for gathering information from departments for job descriptions and compensation practices or will the vendor selected need to coordinate across multiple departments?
General guidance will be provided and coordinated by the Shelby County Human Resources Department. Specific contact will come from the Human Resources Administrator.
10. Will the organizational charts be updated and coincide with the job descriptions for the compensation analysis?
Current departmental organization charts will be provided if available.
11. How many departments and how many unique positions in each department will be reviewed for the comp project?
There are 45 departments with varying unique positions in each dependent on the department's business purpose/mission.
12. What level of resources can you dedicate to partner with vendor to review work/make suggestions/approvals?
General guidance will be provided and coordinated by the Shelby County Human Resources Department. Specific contact will come from the Human Resources Administrator.
13. What is your anticipated roll-out date? Best case and drop-dead date?
The project is to be completed within 120 days. Roll out date is dependent on project results.
14. Financial Impact Analysis - any particular methods you are expecting us to use? Types of expected reports? What will be the timing for budget cycles and how many contingencies or scenarios do you expect the consulting firm to run?

Consultant is requested to forecast any anticipated annual pay increase projections based on study results. Types of reports and methodology rest with the consultant's experience and expertise. County budget cycles are not relevant to the consultant's work.

15. Are benefits to be included in determining compensation?
Yes.
16. Will all the job descriptions be maintained and organized into a single depository to be provided to the consultant?
The Human Resources Department controls and is custodian for all job descriptions. Job descriptions are current.
17. Who controls the job description process? Are the job descriptions current? If the job descriptions are not current, will the consultant be expected to update them for a proper job analysis?
The Human Resources Department controls and is custodian for all job descriptions. Job descriptions are current.
18. Is there a review process in place for job descriptions and what is the approval process?
The Human Resources Department controls and is custodian for all job descriptions
19. Are there any open requisitions? What are the job titles: salary, etc.?
Job openings are continuously posted on the County website for employment openings.
20. Is there a single HR system that maintains: Job descriptions, compensation data, performance management, performance reviews, sick leave, holidays, vacation, etc. and will consultant have some level of access to this system?
Several systems maintain the referenced records. For security reasons, direct access to any system will have to be determined based on need. Data retrieval from any system can be provided through the Human Resources department coordinator for the project.
21. Is the HR system an Employee self-service system or is it maintained manually by departmental staff?
Most aspects of the HRIS system is maintained by staff dedicated to system input and maintenance. Some aspects of the system is employee self-service.
22. How is the FLSA status maintained and incorporated into employee's records?
FLSA status determined/reviewed upon job creation or revision.
23. Does the current system provide measurable reports/projections and planning?
System data retrieval is available for the creation of reports.

24. Is the HR system and any other applications an internal/external product? If internal, is there a dedicated support staff? If external, vendors will need to be included in any development/implementation stages.
The County has external vendor developed systems that relate to this project, including a general HRIS/Financial management system.
25. Is there a stand alone compensation management system? If so, does it integrate with the Payroll system(auto or manual)?
There is not a unique compensation management system. The County has external vendor developed systems that relate to this project, including a general HRIS/Financial management system.
26. What type of performance system is being currently used?
The County uses an external vendor supplied system from NEOGOV.
27. Is there a common performance review date?
The majority of review cycles coincide with the County fiscal year. The County fiscal year runs from July 1 through June 30 of the succeeding year.
28. Review process - What is the review cycle? What is the review criteria? Is the review process interactive?
The County uses an external vendor supplied system from NEOGOV. The majority of review cycles coincide with the County fiscal year. The County fiscal year runs from July 1 through June 30 of the succeeding year.
29. Pay Increases - What is the cycle for pay increases? What is the timing of pay increases? What are thy types of pay increases? What are the types of Promotions?
The County adopts a compensation policy annually for each coming fiscal year that addresses the elements of this question. The County fiscal year runs from July 1 through June 30 of the succeeding year.
30. What are the ongoing union contract directives regarding hourly classifications, pay, overtime and classifications?
The County has memorandums of understanding with multiple unions. Those documents will be available to the consultant selected.
31. The project will require assistance from IT, Comp, HR and Finance Departments. What level of resources and at what level in the hierarchy of the departments will be assigned solely to the project?
General guidance will be provided and coordinated by the Shelby County Human Resources Department. Specific contact will come from the Human Resources Administrator.

32. A substantial amount of time will be required in the reclassification process. Are the current job descriptions duties specific enough to be used for a duties testing?
Yes
33. How will Employee data be parsed ,i.e. Fire Division; Police Division, etc.?
Employee data is retrievable departmentally.
34. Who are the stakeholders for this project?
All County offices and elected officials.
35. Are all the elected officials on the same system, if so, how long has the system been in place?
All County offices utilized the same HRIS/Financial management system. The current version has been in place for 6 years.
36. How many employees are covered by this study?
See #1 above
37. How many different jobs are covered?
See #3 above
38. Is there a deadline on when the study needs to be complete?
See #6 above
39. Has any budget been established for this study?
The cost for the study is budgeted.

