



JOLIET JUNIOR COLLEGE
—1901—

REQUEST FOR PROPOSAL

Job Classification and Compensation Study



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Joliet Junior College Request for Proposal Job Classification and Compensation Study

RFP Opening February 10, 2012 – 2:00 PM CDT

Joliet Junior College is seeking proposals from professional consulting firms interested in conducting a comprehensive job classification and compensation study of its administrative, professional, support & technical, clerical non-bargaining and bargaining positions including a review of salary ranges and benefit package. Currently the college has seven unions. Three of the bargaining units will be included in the study.

Expertise in community college salary programs within higher education unionized environments is high desired. The study shall include a benefits analysis to ensure a proper mix of salary and benefits in the total compensation package provided to employees.

Background:

As the nation's first public community college, Joliet Junior College has a history of being an innovative and forward-thinking institution. Through quality instruction, affordable tuition, academic programs that lead to jobs and transfer, and convenient locations, Joliet Junior College is the first choice for higher education in the seven-county district it serves. Joliet Junior College is a two-year comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society. JJC's Board of Trustees is composed of seven elected individuals who represent the voters of District 525 and one student representative, who has an advisory vote.

Joliet Junior College is accredited by the North Central Association of Colleges and Schools. JJC is approved by the American Culinary Federation, Association of Business Schools and Programs, the National Automotive Technicians Education Foundation, the National League of Nursing, the State Approving Agency for Veteran's Education, and the National Association of Schools of Music. The College also is an approved Nursing Home Administrator Continuing, Education Sponsor and Real Estate Appraiser Education Provider.

On an annual basis, JJC serves over 35,000 students through direct programs, online and dual-credit instruction.

On an annual basis, JJC processes payroll for over 2000 employees. The current



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employment count is 1564 employees, comprised of 550 full time and 1014 part-time staff. Of the 550 full time employees, 212 are full time faculty, to be excluded from this study. Of the part time employees, there are 675 adjunct (part-time) instructors, also excluded from this study.

The last formal compensation and classification study at Joliet Junior College was conducted in 2001/2002.

In 2010, the college conducted a Fair Labor Standards Act analysis intended to assist the college in correctly classifying positions according to their exempt or non-exempt status. Information from that study may be used to augment this 2012 Compensation Study.

Vision Statement:

Joliet Junior college, the nation’s first public community college, will be a leader in teaching and learning and the first choice for post-secondary education.

Mission Statement:

Joliet Junior College enriches people’s lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

I. SCOPE OF SERVICES

The Board of Trustees of Joliet Junior College, (hereinafter “JJC”) is requesting proposals from

Additional scope is discussed in the specification portion of this proposal.

II. RFP SCHEDULE

Date (2012)	Event
January 17, 2012	Vendors contacted via email / advertised
January 25,2012	Last date/time for submission of written questions via email to jmitchel@jjc.edu
January 31, 2012	Responses to questions emailed
February 10, 2012 2:00 PM CDT	Proposals must be submitted to the Purchasing Department, Building A, Room 3102



February 17, 2012	JJC Evaluation Team reviews proposal
Week of February 24, 2012	Possible presentations by two top short-listed firms
March 14, 2012	Notification of Award

III. INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this RFP is the Purchasing Department located at 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Judy Mitchell, Director Business & Auxiliary Services, A-3102, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to jmitchel@jjc.edu on or before January 25, 2012.

All questions and answers will be published and provided to all potential suppliers by end of business day on January 31, 2012.

SUBMISSION: the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, **RFP for Job Classification and Compensation Study**, the opening date and time. An original and three (3) copies of the RFP shall be provided.

RFP's must be addressed to: Joliet Junior College, Judy Mitchell, Director Business and Auxiliary Services, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFP's not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only and properly identified prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFP's shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal



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Service, courier companies, or any other form of delivery service chosen by the vendor.

RFP's received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received on or before February 10, 2012, 2:00 PM CDT at the Purchasing Department, Building A, Room 3102, 1215 Houbolt Rd., Joliet, IL 60431-8938

INSURANCE:

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

TAXES:

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.



INDEMNIFICATION:

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

BLACKOUT PERIOD:

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such vendors making such request shall email Judy Mitchell, Director of Business & Auxiliary Services, jmitchel@jjc.edu . No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

IV. GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall



be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All Information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.



- V. **FORMAT FOR RESPONSE** To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and three (3) copies of the proposal will be required. Each shall be submitted in a binder. The original copy should be so noted and signed

1. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the materials by sections and page number(s).

3. Letter of Transmittal

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).

5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

6. Responses to Questionnaire

7. Prices Responses



8. **Invoicing Procedure**

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

VI. SCOPE OF WORK

The desired classification and compensation study will address the following five main components:

1. Job Evaluations - It is proposed that the classification and compensation study include an analysis, ranking and assignment of each job to an appropriate salary grade level to ensure fairness and internal equity. Furthermore, it is proposed that the study include recommendations for appropriate compensation adjustments for any positions deemed to be undervalued, or overvalued, by the current classification system.
2. External Competitiveness - It is proposed that the College's salary structure and existing position titles be reviewed with recommendations for external competitiveness so that the College may be in a position to attract and retain well-qualified employees.
3. Maintenance Process - It is proposed that the College be provided with recommended policies and procedures to ensure that, once the results of the compensation study have been implemented, the results may be maintained and updated appropriately. It is proposed that any recommendations pertaining to a maintenance process be supported by relevant training of appropriate college staff and the software necessary to maintain and update the system internally.
4. Recommendations for advancement between salary ranges - It is proposed that the College be provided with recommended policies and procedures for advancement within and between salary ranges resulting from transfers and/or promotions. Additionally, recommendations for compensation adjustments due to temporary / interim assignments are to be included.
5. Benefits Package – It is proposed that the classification and compensation study include an analysis and comparison of the College's benefits package for its senior leadership team and administrative/professional staff. Furthermore, it is proposed that the study include recommendations for appropriate benefit package revisions or enhancements, as appropriate. Currently the benefit package for all full time staff include the following: medical insurance paid at nearly 100 percent for full family coverage, dental insurance with option to purchase higher level of benefits, vision, life insurance with option to purchase additional coverage on self and dependents, long term disability insurance, Section 125 flexible spending accounts for healthcare



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and dependent care, tuition waiver, fitness center waiver, and voluntary participation in 403(b) tax-sheltered annuity. Benefits also include paid vacation, sick leave, personal days, floater holidays, bereavement, and other leaves of absence.

The following employee classifications and position information will be reviewed as a part of the study:

1. **Support & Technical, Clerical and Campus Police (non-bargaining and bargaining) employees.** This category includes full-time and part-time administrative and academic support positions including secretarial/clerk positions, service positions, information technology positions, and maintenance/facilities and grounds support positions.

In these classifications, there are approximately 488 employees, with 153 job titles and a total of 241 distinct job descriptions. An example of a job title is “Administrative Assistant”. The existing job description might be more specific, such as “Administrative Assistant, Human Resources.”

2. **Administrative and Professional employees** - These positions typically range from managerial level positions to directors, deans, assistant/associate vice presidents, and other professional positions.

In these classifications, there are approximately 80 employees, with 14 job titles and a total of 71 distinct job descriptions. An example of a job title is “Director.” The existing job description might be more specific, such as “Director, Financial Aid.”

3. **Executive level administrative employees** - These positions include the president and senior leadership team positions. The study for these positions could be conducted as a separate study if necessary.

In these classifications, there are approximately 7 employees, with 7 distinct job titles and descriptions.

VII. TIME FRAME

The College seeks to begin implementation of this study as soon as possible with the ultimate goal of having the study completed on or before **May 1, 2012**. Therefore, by **March 30, 2012** the College will require final recommendations pertaining to the five basic components of the review as specified at the beginning of this request for proposal.

VIII. DELIVERABLES

- A. Attend initial meetings with the Compensation Study Committee to gather information regarding the current compensation and classification structure, and to discuss any



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specific concerns of the Committee. Later, meetings are to be held to present and discuss the firm's intended strategy for completing the analysis of each job within the organization, discuss methodology, review the overall scope of work for the project, and schedule for completion of all activities.

- B. Analyze the current system to determine its strengths and weaknesses
- C. Provide for a comprehensive evaluation of every job within the College (or agreed upon set of Benchmark jobs) to determine relative worth within the organization (internal equity) and for the establishment of pay ranges. Included should be a comparison and analysis of salaries and wages of like or similar jobs (external equity) in comparable community colleges and private sector employers in the area for which the College competes for a labor supply.
- D. Identify survey labor market comparable and benchmark classes using not only job titles, but also duties and responsibilities based upon the position descriptions.
- E. Prepare up-to-date clearly defined classification specifications for all jobs. Distinctions between jobs should be readily understood and defensible, while providing broad based, generic classifications, where appropriate. The final class specifications should include job duties, distinguishing characteristics, physical and mental demands, and all minimum qualifications.
- F. Perform an analysis that includes a survey of wages and benefits for comparable colleges and private sector employers.
- G. Propose a management review/appeal process that will be used to find resolution to classification related disputes.
- H. Suggest a maintenance system that will be used to keep the classification system current and equitable including tools to use in the review of the classification of individual jobs, as needed.
- I. Make recommendations for the placement of the current positions into competitive pay grades/pay structure taking into consideration the college's total compensation structure.
- J. Make recommendations for alternative(s) for future pay structure changes for Joliet Junior College's union and non-union employee groups.
- K. Make presentation(s) to the Board of Trustees and Senior Leadership Team.



IX. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

Consultants interested in responding to this request for proposal should provide the following information:

1. A summary of the methodology to be used in completing the five major components of the study.
2. A time frame for completing the components.
3. A profile of the consulting organization, which shall include a description of the resources to be assigned.
4. An estimated cost for completion of the review.
5. A list of clients/references for which similar studies were conducted.
6. Other details the consultant wishes to address.



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CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR PROPOSAL TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, A-3102
1215 Houbolt Road
Joliet IL 60431