



JOLIET JUNIOR COLLEGE

1901

Joliet Junior College
Request for Proposal
JOB CLASSIFICATION AND COMPENSATION STUDY

ADDENDUM NO. 1

DATE: JANUARY 31, 2012

Response to questions pertaining to the Joliet Junior College Request for Proposal for the Job Classification and Compensation Study received by the deadline of January 25, 2012 are listed below:

1. The study dates appear to be somewhat problematic. The award date is targeted for March 14, yet the final recommendations are due 12 working days later on March 30, 2012 for a final presentation by May 31, 2012. Included in these 12 working days are several meetings with the College, reference to collecting job data from employees, new job descriptions, collection and analysis of market salary and benefits data and presentation to the Board. This seems rather difficult to accomplish in the short period of time. Please clarify.

College Response

The correct dates are:

Award date: March 14, 2012

Final Recommendations: May 14, 2012

Final Presentation: May 29, 2012

2. Do you have current, and up-to-date job descriptions, or do these need to be developed? Are employee questionnaires anticipated?

College Response

We are currently in the final phases of updating all job descriptions.



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3. Is a market survey of peer institutions expected as part of this process to compare benefits costs and salaries?

College Response

Yes

4. Does the College currently use a formal job evaluation system for determining internal equity, and if so, do you want to keep the one that you have or are you open to a new or different system?

College Response

Yes, we use a point-factor analysis. Yes, we are open to a new or different system.

5. Please clarify the number of job titles and employees that will be covered in the study. On page 3, you state that "of the 550 full time employees, 212 are faculty, to be excluded..." by my math that leaves 338 full time employees to be included in the study, except that there are a certain number of employees that are in bargaining units that will not be included in the study. Then, on page 10, the RFP refers to a total of 535 employees in the groups that will be covered by the study, (448+80+7 = 535). What is the correct number of employees that will be included in the study and does this include part time employees?

College Response

As of January 26, 2012, we have 567 full time employees. Two hundred fifteen (215) of the 567 are full time faculty and 352 are Support, Professional, Administrative, etc. We will benchmark a certain percentage of these jobs.

6. Does the College intend for the consultant to develop recommendations in just a two week time period? Award to be made on or around March 14, 2012
Final Recommendations due for each of the five parts of the study: March 30, 2012

College Response

No, the college does not intend for recommendations to be made in a two-week period. The correct dates are:



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Award date: March 14, 2012

Final Recommendations: May 14, 2012

Final Presentation: May 29, 2012

7. Is there a job evaluation system that has been used in the past to classify positions and assign to pay grades? If yes, what system is currently utilized?

College Response

We use the National Position Evaluation Plan, which is a point-factor system, as well as internal compensation tools such as level cutters and career clusters.

8. Does the College have an identified set of peers to be used for comparison purposes, or is the consultant to develop one?

College Response

Yes, we have identified our peer colleges in accordance with the Illinois Community College Board (ICCB) definition of peers.

9. Section V. Format for Response, requires 6. Responses to Questionnaire. Will you please provide the questionnaire?

College Response

The “Responses to Questionnaire” is this document... a compilation of the questions asked by the vendors and the college’s responses. There is not a separate document or questionnaire form.

10. Page 8 of the RFP lists the “Format for Response”, Item # 6: Responses to Questionnaire.

Can you please clarify what “Questionnaire” needs to be completed?

College Response

The “Responses to Questionnaire” is this document... a compilation of the questions asked by the vendors and the college’s responses. There is not a separate document or questionnaire form.



11. List of Items, Schedule of Requirements, Scope Scope of Work, Terms of Reference, Bill of Materials required.

College Response

Included in the proposal documents.

12. Soft Copy of the Tender Document through email.

College Response

PDF's are posted to the website. You may download from the website.

13. Names of countries that will be eligible to participate in this tender.

College Response

Unrestricted

14. Information about the Tendering Procedure and Guidelines

College Response

Included in the proposal documents.

15. Estimated Budget for this Purchase

College Response

At this point, the college cannot provide specific budget detail.

16. Any Extension of Bidding Deadline

College Response

At this time, there is no extension.

17. Any Addendum or Pre Bid meeting Minutes?

College Response



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At this time, the only addendum is this Addendum #1, Responses to Questions.

18. What salary surveys, if any, does JJC participate in or purchase?

- Specifically, does JJC participate in and/or purchase the College and University Professional Association for HR (CUPA) salary survey

College Response

We participate in CUPA, ICCB, and AAUP surveys regularly, and Department of Labor (and ONet) send us ad hoc surveys. We do not purchase any survey results at this time.

19. How many different grade/range structures are currently in place at JJC?

College Response

Currently, one pay structure is in place for Administrative/Professional/non-union Support staff. Steps are used for initial placement only.

Other grade/range structures may exist and are part of the collective bargaining agreements.

20. Does JJC have a procedure / methodology in place for job evaluation (assigning jobs to grades)

College Response

The college uses a blend of internal equity comparisons, job analysis, level-cutters, desk audits and some of the formal elements of the National Position Evaluation Plan – a point-factor evaluation system.

21. Are grades assigned to

- Job title -

College Response

Yes



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- Job Description – there are multiple Job Descriptions associated with some Job Titles. Does every Job Description associated with a Job Title have the same Grade or could different Job Descriptions associated with a title be assigned to a different Grade

College Response

Yes. For example and administrative assistant for a VP may be graded higher than a departmental administrative assistant.

- Position/Employee – there are multiple positions/employees assigned to a Job Description; does every individual employee assigned to the same job description have the same Grade?

College Response

Yes

22. Are any faculty jobs included in the study?

College Response

Teaching faculty are excluded from the study. Non-teaching faculty may be included (librarians & counselors.)

23. Do Part-time employees receive Health Benefits? How many “tiers” of benefit participation are there e.g. Full-time employees receive “full” benefits, Part-time employees receive “partial” benefits, etc.

College Response

All full time employees are eligible for medical, dental, vision, and life insurance. As well as vacation (full time faculty, excluded), sick and personal leave, and tuition waivers. There are a few nuances regarding the leave plan accrual rates/timing/carryover, etc... all in accordance with respective collective bargaining agreements and/or board policy.

Part time employees are not eligible for the medical, dental, vision or life insurance; although there is a plan they can purchase at their own cost. Some part time groups



may be eligible for paid-time-off in accordance with their collective bargaining agreement and/or board policy.

24. Do any employees receive incentive compensation?

College Response

Not at this time.

25. The RFP states that the College will require final recommendations no later than March 30, 2012. Since Notification of Award is expected to occur on March 14, 2012, this leaves about two weeks to conduct a comprehensive classification analysis, update class specifications, develop an internal equity (job evaluation) approach, conduct a market study, develop pay scales, and recommend grade assignments for all jobs, in addition to onsite meetings with the Market Study Committee and presentations to the Board and Senior Leadership Team. In our experience a project such as this would take about five to six months. Would you please confirm that these dates are correct?

College Response

The college does not intend for recommendations to be made in a two-week period. The correct dates are:

Award date:	March 14, 2012
Final Recommendations:	May 14, 2012
Final Presentation:	May 29, 2012

26. There appears to be approximately 575 people involved in the study effort. How many job titles/class titles will be involved in the study, covering the approximately 575 people. The RFP identifies 174 job titles and 319 job descriptions.

College Response

As of January 26, 2012, we have 567 full time employees. Two hundred fifteen (215) of the 567 are full time faculty and 352 are Support, Professional, Administrative, etc. We will benchmark a certain percentage of these jobs; per the consultants recommendation.



27. Section VIII, Item E states that the consultant would be responsible for updating the “classification specifications”; a term not previously defined or used.

- Using the identification system of JCC, there would be 174 “classification specifications”, referred to in the RFP as “Job Titles”. The 319 “job descriptions” are extensions of the base classifications. Is the consultant to update and review and revise the 174 “job class” titles, or is the expectation that there would be a review/revision/update of 493 “class” and “job” descriptions. Or is the expectation different from either scenario. As you can imagine, revising 174 class specifications is far less work than reviewing/revising and updating 493.
- Please provide clarification of the expectation for this important part of the study effort.

College Response

The college uses the term “classification specifications” to group “like” requirements, duties, scope, level, etc. We have Administrative, Professional, Support, Clerical, Facilities, Faculty, Police, and Food Service “Classifications”.

28. Under Section V, Format for Response, item 6 requests “Responses to Questionnaire.” Can you please direct me to the questionnaire should such responses be required?

College Response

The “Responses to Questionnaire” is this document... a compilation of the questions asked by the vendors and the college’s responses. There is not a separate document or questionnaire form.

29. Is there a desired format for providing pricing/cost information?

College Response

Any specifications are detailed in Section V. Format for Response of the RFP.

30. Can you please clarify the Time Frame? As written, it seems that the vast majority of work is to be performed over two weeks (i.e., March 14 through March 30).

College Response

The college does not intend for recommendations to be made in a two-week period. The correct dates are:



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Award date: March 14, 2012

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31. Does JJC currently use a point factor system to administer compensation? If so, does JJC desire to keep such a system or is it open to alternatives?

College Response

The college uses a blend of internal equity comparisons, job analysis, level-cutters, desk audits and some of the formal elements of the National Position Evaluation Plan – a point-factor evaluation system.

The college is open to alternatives.

32. Can you clarify the timeline for this project? The RFP states that the work will be awarded to a vendor by March 14th, but later the RFP states that the project needs to be completed by May 1st with final recommendations by March 30th. This would leave just two weeks for the project. A project of this scope typically takes a few months.

College Response

The college does not intend for recommendations to be made in a two-week period. The correct dates are:

Award date: March 14, 2012

Final Recommendations: May 14, 2012

Final Presentation: May 29, 2012

33. The RFP asks vendors to provide a list of the top 10 current and prior two-year clients. Hay Group works with thousands of organizations each year. Will specific references and list of current and recent higher education organizations suffice or does the College want Hay Group to specify its top clients - by revenue or industry, etc?

College Response

We would like a list of your current and recent higher education organizations.



34. How involved does the College want to be in the job evaluation part of the project? One approach is for Hay Group to train a committee to evaluate jobs using our methodology and facilitate benchmark evaluations, while the committee completes the rest of the evaluation work. An advantage to this is the transfer of knowledge and intimate knowledge of the College jobs. A disadvantage can be the level of resources required of the College to complete this work. The alternative is an “outsourced” method where Hay Group evaluates all the jobs and then reviews preliminary results with a committee and leadership. Does the College have an opinion on this? Either way, Hay Group will ensure that appropriate staff are trained in the new systems so effective maintenance occurs.

College Response

The college prefers the “outsourced” method.

35. Does the College envision using existing survey data to complete the external competitiveness analysis, or a custom survey? Using existing survey data, if available, is much more cost effective and efficient. Custom salary surveys offer a close look into a designated, relevant market for the College, but take considerable time and resources and to administer. Hay Group collects data annually from thousands of organizations across all industries. We also regularly integrate outside compensation surveys to supplement our market data, specifically for jobs in very specific industries, like higher Ed.

College Response

We anticipate some type of blended results. Information on our peer colleges and from co-participants in some of the joint higher education college surveys should be readily available. However, there may be instances where another type of market analysis/comparison is needed.

36. Can you clarify if the College is seeking the vendor to independently draft new job descriptions for all positions – at this time, over 300? We often find that a more cost effective approach is providing the organization with sample job descriptions and some training on how to write them and then having a College’s internal resources complete the bulk of the descriptions. Having a consultant write job descriptions can get fairly costly. We’ve actually worked with organizations who have hired interns to write descriptions based on information collected through questionnaires. Is the College open to an idea like this or set on the vendor doing this work? Either way, we would recommend distributing a position questionnaire at the beginning of the project to



collect up to date job documentation – this information will provide the foundation for job descriptions.

College Response

The college is in the process of updating all job descriptions. We do not expect the vendor to independently draft new job descriptions.

37. How much interaction does the College anticipate the vendor having with union leadership? Do you anticipate meetings up front, negotiation support, etc? Please clarify this so that we can accurately scope the project. We have seen the amount of interaction vary widely depending on the organization/project.

College Response

The college anticipates sharing information and being as transparent as possible regarding the process from a communication perspective. An initial meeting with union leadership and the consultants may be appropriate and possibly at the end of the project prior to the recommendations being made to the board of trustees. In between those times, communication with the union leaders will be the responsibility of the Director, Human Resources. We do not see the consultant being involved in any of the union negotiations.

38. Does the College anticipate several, separate pay structures as a result of this project, considering that several type of employees/jobs are included in the study or is the College seeking a more streamlined, simple pay program that can be flexible to the needs of different employee groups?

College Response

The college is open to the recommendations of the consultants.

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Please acknowledge receipt of this addendum by emailing to purchasing@jjc.edu
Include your name, title and company name in your acknowledgement email. Failure to do so
could result in disqualification of your proposal.

Additional information regarding this proposal can be found at: www.jjc.edu/info/purchasing

Issued by:

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