



December 5, 2013

Addendum 1

RFP 7536366 - STATE CLASSIFICATION AND COMPENSATION SYSTEM REDESIGN

OPENING DATE AND TIME: December 13, 2013 at 10:00 AM ET

Answers to Questions submitted by the deadline are included below as Attachment 1 .

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Interdepartmental Project Manager

Vendor Questions RFP 7536366

Question 1. Is Segal allowed to propose on this RFP?

Answer 1. Yes.

Question 2. Was the State pleased with Segal's assessment of the issues?

Answer 2. The Segal Group's assessment complied with the RFP to review the State's personnel practices and policies.

Question 3. Do the 1,700 class titles refer to only those in the executive branch?

Answer 3. No.

Question 4. How many employees are covered by this study?

Answer 4. There are approximately 13,000 employees in the State classification system.

Question 5. Are any of the jobs unionized?

Answer 5. Yes.

Question 6. Do you anticipate extensive travel during this engagement? For example, for communications, employee desk audits, etc. or can they be scheduled in Providence?

Answer 6. Travel within Rhode Island to meet with various stakeholders is expected.

Question 7. How many distinct agencies are included in the study and can you provide a list?

Answer 7. The study is primarily for "classified" employees in the various agencies listed below:

Questions and Answers, RFQ# 7536366, State Classification System

1. Board of Education
2. Coastal Resources Management Council
3. Department of Administration
4. Department of Behavioral Healthcare, Developmental Disabilities and Hospitals
5. Department of Business Regulation
6. Department of Children, Youth and Families
7. Department of Corrections
8. Department of Elementary and Secondary Education
9. Department of Environmental Management
10. Department of Health
11. Department of Human Services
12. Department of Labor and Training
13. Department of Public Safety
14. Department of Revenue
15. Department of Transportation
16. Emergency Management Agency/Military Staff
17. Executive Office of Health and Human Services
18. Governor's Commission on Disabilities
19. Historical Preservation and Heritage Commission
20. Public Utilities Commission
21. Rhode Island Atomic Energy Commission
22. Rhode Island Higher Education Assistance Authority
23. State Colleges—University of Rhode Island, Rhode Island College, Community College of Rhode Island

Question 8. Does the State now use a formal job evaluation system to determine internal equity?

Answer 8. When a new classification is established, an internal study is completed to determine internal equity. The State does not use a formal job evaluation system to determine internal equity.

Question 9. Has the State set aside any money for the implementation of the results or is this to be a no-cost recommendation with regard to employee compensation?

Answer 9. It is premature to answer this question until the report has been completed.

Question 10. Are there any current personnel rules/minimal requirements that may hinder the ability to freely recommend changes to classifications, titles, minimum qualifications and/or pay?

Answer 10. There are some requirements that are statutorily defined for certain classifications. It is the State's intent to meet and to confer with the affected unions over implementation of recommendations contained in the report.

Question 11. Who (job title) will be the project manager from the State for this project?

Answer 11. The Project Manager will be the Director of Human Resources.

Question 12. Is there an ideal timeline for completion of the study?

Answer 12. Nine months, with expectations that the timeline may be extended up to one year.

Question 13. Do you want an appeal process built into the all-inclusive price for those employees who disagree with their job title or grade placement?

Answer 13. No.

Question 14. Does the State have “time in position” and “time with State” information in its HRIS system?

Answer 14. The State has “time with State” data in the Human Resources Information System. The State Department of Information Technology can retrieve data on “time in position” for classified and unclassified positions.

Question 15. Does the State have a list of Minority Business Enterprise (MBE) firms qualified to provide human resources assistance?

Answer 15. The entire database of certified MBE firms is available from the Division of Purchases. Access it via <http://www.mbe.ri.gov/search.php>. Select the Click Here excel version. This will provide at least 420 certified firms, and their contact information. Expand Column O, “Products” to view the categories selected by the vendors upon registration. Note that because registration does not require the use of standardized category codes, this will produce clearer results than a keyword search due to the contents of the Products data cells.

Question 16. Can you share with bidders the estimated budget for this RFP?

Answer 16. We are not prepared to provide this information at this time so as not to bias the responses to the RFP.

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Question 17. To what degree do you anticipate the State's unions to be directly involved in this project?

Answer 17. It is the State's intent to meet and confer with the affected unions over implementation of recommendations in the report and to abide by obligations for collective bargaining. The selected vendor may be asked to provide additional information regarding the rationale for their recommendations during those subsequent discussions.