



TEXAS A&M UNIVERSITY-CORPUS CHRISTI
PURCHASING DEPARTMENT
6300 OCEAN DRIVE
CORPUS CHRISTI, TX 78412

REQUEST FOR PROPOSAL

RFP Number:

RFP8-0001

Staff Compensation Study

Addendum # 1

The University has received the following questions from vendors. The corresponding department has provided answers for the questions provided within the allocated time to respond. The questions and answer should be considered incorporated as part of this Request for Proposals. Please see below:

- 1. Question:** What factors prompted the desired to undertake this study?
Answer: *The primary factor is desire to pay fair and competitive rates.*
- 2. Question:** When was a study of this scope last undertaken by TAMUCC?
Answer: *The last time we contracted with a consultant for a campus wide study was in 2000.*
- 3. Question:** Do job descriptions exist for all 330 job classifications? When were job descriptions last updated?
Answer: *Yes. Annually in the spring, staff and supervisors are directed to review and update position descriptions.*
- 4. Question:** How are job evaluations (section 2.5) currently conducted? Does TAMUCC currently utilize a point factor system?
Answer: *Upon request, Human Resources reviews requests for position reclassifications. We do not use a point factor system. We use classification method to review reclassification requests and assign titles to new positions.*
- 5. Question:** Does TAMUCC currently have career ladders?
Answer: *For some, not all classifications, there are multiple job levels. i.e. Academic Advisor I, II, III and IV. We do not have a formal career ladder program that enables workers to progress up the career ladder.*
- 6. Question:** Is the University willing to conduct this study on a virtual basis in order to eliminated out-of-pocket expenses?
Answer: *Yes.*

7. **Question:** As a Women Business Enterprise in the State of New Jersey, does this satisfy the evaluation criterion for Historically Underutilized Businesses (HUB) set forth in the RFP?
Answer: *The requirement is businesses must be certified within the state of Texas as a Historically Underutilized Business (HUB).*

a. **Question:** If not, will consideration be given to proposals which do not subcontract services?
Answer: *Consideration will be given to all proposals regardless of HUB status.*

8. **Question:** Has the University previously utilized an outside consultant to provide similar services? If so, has this consultant been invited to bid on this study?
Answer: *Yes, we previously utilized an outside consultant. That consulting firm no longer exists.*

9. **Question:** In regards to the timeline for the project listed on page 7... Is the University willing to accept a timeline greater than 6 months? Our experience with this scope of work, holidays and the academic year that it will realistically take longer to complete in order to ensure the right amount of participation and level of collaboration with key university stakeholders.
Answer: *Possibly. Budget decisions will be made March 2019. Our desire is to implement approved changes 9/1/2019.*

10. **Question:** Page 6 of the RFP indicates 2 years of audited financial statements. We will be submitting these statements along with our proposal which is not a problem. In Section 7, page 25 it states “Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis) which indicates the financial stability of your company, if requested...” Are you requiring a Dunn & Bradstreet Number if we provide financial statements?
Answer: *Two (2) years of financial statements are required per Section II, paragraph 2.13 (d). The financial analysis is specified as needed and is not requested at this time; however, we reserve the right to request it if needed during the evaluation stage.*

This document shall be attached to and become a part of the contract documents for this project. The Addendum shall be signed for acknowledgement that you have received the Addendum #1 and returned within your proposal.

COMPANY NAME: _____

STREET ADDRESS: _____

CITY/STATE: _____

TELEPHONE AND FAX: _____

SIGNATURE: _____

DATE: _____