



Solicitation Amendment No. 1

To: Prospective Proposers/Offeror:	Date:
Prospective Proposers	July 19, 2021
Project Title:	Project No.:
Comprehensive Compensation Study	RFP 21-54

Description of Solicitation Amendment: The Request for Proposal (Project RFP No. 21-54) is hereby amended as set forth below:

1. The cover page is hereby replaced in its entirety.
2. Added information to **1.1 Background Information (page 2)** changes are underlined. Replaced page 2 in its entirety.
3. Added information to **2. Description of Services/Scope of Work (SOW)/Specifications (page 6)** changes are underlined. Replaced page 2 in its entirety.

Please visit our website at <https://www.hccs.edu/about-hcc/procurement/>

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Acknowledgement of Amendment No. by:	Date:

Company Name (Bidder/Offeror):	

Signed by:	

Name (Type or Print):	Title:

HOUSTON COMMUNITY COLLEGE SYSTEM

REQUEST FOR PROPOSALS
(SERVICES)

COMPREHENSIVE COMPENSATION STUDY SERVICES

RFP NO.: 21-54

REBID

ISSUED BY:
Procurement Operations Department

FOR:
Talent Engagement Department

PROCUREMENT OFFICER:
Yasmeen Hasan, Sr. Buyer
Telephone: (713) 718-7604 E-
Mail: yasmeen.hasan@hccs.edu

PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW

NO LATER THAN:

August 16, 2021 by 2:00 p.m. (local
time)at

Houston Community College
Procurement Operations Department
3100 Main Street, 11th Floor Houston,
Texas 77002

Ref: RFP 21-54 – Comprehensive Compensation Study Services

Visit the [HCC Procurement Operations Department website](#) to get more information on this and other business opportunities. While at our website we invite you to [Register as a Vendor](#), if already registered, please confirm your contact information is current.

Section 1 – Project Overview & Scope of Services

1. Project Overview

This Request for Proposals (RFP) is issued by the Houston Community College System (HCC or the College) for the purpose of soliciting proposals from firms interested in providing Comprehensive Compensation Study Services as more fully set out in this RFP. Qualified respondents are invited to submit a written response outlining their qualifications and experience to provide the services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the RFP. The successful proposer will provide the scope of services in accordance with all applicable laws, regulations and professional standards.

1.1 Background Information

The College is a large complex institution with 7 colleges and 22 locations across the greater Houston area, which employs a total of approximately 5,468 active (full-time and part-time) faculty and staff. HCC strives to be an employer of choice with a competitive total rewards package. Approximately 65% of the HCC's budget is dedicated to faculty and staff total compensation packages. Currently the College has approximately 900 job descriptions (full-time and part-time). The job classification descriptions for the 900 titles are accurate and had been reviewed approximately 18-24 months ago

Currently the college has 4 faculty pay structures and 4 staff pay structures. In addition to the current pay structures, the College provides stipends for faculty in high demand areas and for performing work outside their normal job description, some executives receive mileage allowances and staff are eligible for additional duty stipends when they perform work outside their normal job description.

1.2 Term of Agreement

It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be one (1) year with the option to renew for two (2)-one-year term. Further, HCC reserves the right to extend the contract term on a month-to-month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

1.3 Approval by the Board of Trustees

Any Agreement resulting from this procurement solicitation for amounts exceeding one hundred thousand dollars (\$100,000) may need the approval from the Houston Community College Board of Trustees before becoming effective.

1.4 Pre-Proposal Conference

A pre-solicitation meeting will be held virtually as indicated in the Solicitation Schedule above via WebEx. Meeting instruction for WebEx are in the next page. This is not a mandatory meeting however; it is highly recommended that interested parties attend to better understand the intent of this RFP.

Respondents are to submit any questions in connection with this RFP in writing via email to the Procurement Officer named above on the cover page. Respondents who may not have the capability to view remotely are encouraged to submit questions in writing. The College intends to present general information, which may be helpful in the preparation of proposals

The pre-proposal conference also provides opportunities for respondents to network and establish SBE and/or subcontracting relationships.

2 Description of Services/Scope of Work (SOW)/Specifications

HCC seeks proposals from qualified firms to provide a Comprehensive Compensation Study Services to ensure the College aligns with best practices and to be a College/Employer of choice. The study includes, but may not be limited to, a compensation study for all pay groups including a market study, recommendations to improve salaries and stipend schedules and to help the College ensure competitive pay for all employees.

The salary structure cost implications are needed early spring 2022 and the project should complete no later than summer 2022.

2.1 At a minimum, the scope of services required by the successful individual or firm shall consist of the following:

- 2.1.1 Review current compensation regulations, strategies along with practices and make recommendations for changes in line with best practices (regulations, strategies and practices are attached)
- 2.1.2 Review of current pay structures and make recommendations for changes in line with best practices
 - a) Currently the college has 4 faculty pay structures and 4 staff pay structures
 - b) In addition to the current pay structures, the College provides stipends for faculty in high demand areas and for performing work outside their normal job description
 - c) Some executives receive mileage allowances and staff are eligible for additional duty stipends when they perform work outside their normal job description. (all pay structures and stipend information is attached)
- 2.1.3 Review of current reward structure for faculty and staff (to include executives) and make recommendations for improving the current structure to move toward a system which rewards employees for performance.
- 2.1.4 Perform a comprehensive equity review and make recommendations for changes. The college currently uses total years of experience both internally and externally the institution to make salary offers.
- 2.1.5 Review of the current salary structures and make recommendations for changes in line with competitive market and best practices. The College currently strives to neither lead nor lag market, its mid-point is considered market. Recommendations to improve all salary tables to help ensure competitive pay for all employees. Develop a market-based pay structure based on competitive pay analysis.
- 2.1.6 Review of longevity pay and make recommendations for changes in line with market best practices.
- 2.1.7 Based on outcomes work with Chancellor, Sr. Vice Chancellor Finance & Administration and Chief Human Resources Officer to develop a plan to address changes.
- 2.1.8 Present results and recommendations of the study and plan for addressing changes to Executive Leadership.