

CWU RFP 22-002
ADMINISTRATIVE EXEMPT SALARY CONSULTANT
QUESTIONS AND ANSWERS

Q. Are CWU's position descriptions up to date (within the last 12 months)?

A. Generally, yes.

Q. What published surveys were initially used to benchmark the 128 jobs?

A. We do not have a complete list at this time; the work was completed by a previous vendor. CUPA-HR was one of the surveys used for 40% of the jobs. Some were based in Washington/Seattle area and others were national.

Q. If position descriptions are not up to date, how much support is expected from the successful bidder to bring the position descriptions up to date and approximately how many?

A. For those that are out of date, it is CWU's responsibility to make revisions. The contractor will not be responsible for this effort. HR has staff.

Q. Is a complete listing of the classifications associated with this proposal available?

A. Yes.

Q. Will the results of the 2020-2021 salary survey be available?

A. There is no 2020-2021 salary survey. That is the reason for this bid. CWU can provide current salary information for CWU employees.

Q. Is a copy of CWU's current salary philosophy available?

A. Yes.

Q. How do you define "cost of labor" as referenced in Page 10, Section 2, bullet 3 of the RFP?

A. Cost of labor is the difference in pay for the same/similar position in different geographical locations.

- Q. Are you interested in data for total cash compensation or annual incentive pay?
- A. As a state entity, CWU is unable to give incentive pay. So total cash compensation is what we are interested in.
- Q. Is updating the current salary structure in scope? Or just placement of jobs into ranges that align with the market?
- A. The salary structure has only been in place for about 18 months. With COVID affecting the employment environment and salaries, we want to ensure that the ranges are accurate and a review of jobs within the ranges.
- Q. How does the organization want internal equity evaluated? A full pay equity analysis with regression? Leveraging a point factor approach? Or something else?
- A. We have many employees who have been here a long time and in the past we have increased some salaries beyond their worth to the institution. We want to ensure that each position is placed within the appropriate range. The administration will have to make decisions about red and green circled salaries. No regression. No point factor. We want to have a simple system.
- Q. Is the completion date flexible?
- A. No. The plan must be reviewed and changes made in time for COLAs and salary adjustments on July 1.
- Q. At the conclusion of the contract (May 2, 2022) what is the anticipated implementation date of applicable salary adjustments?
- A. July 1, 2022.
- Q. Are only virtual meetings via Zoom or MS Teams acceptable?
- A. Yes.
- Q. How many meetings with CWU should the selected vendor anticipate? Examples include but are not limited to kick-off meeting, periodic status meetings, etc.
- A. The number of meetings is up to the vendor. CWU can meet as frequently as needed.
- Q. Please confirm all required documents to be submitted in final proposal from vendor.

A. Refer to Section #5, Required responses of all bidders.

Q. Can you please confirm there is no mandatory pre-proposal conference scheduled for this RFP?

A. Correct. There is no mandatory pre-proposal conference scheduled for this RFP.

Q. As per Section 3.12 of the RFP, can you please confirm that the proposal submission is via email to Sharon.Cowdery@cwu.edu and that no hard copies are required?

A. Correct.