

REQUEST FOR PROPOSAL

PROJECT NO. RFP 17-36

JOB DESCRIPTION EVALUATION CONSULTANT SERVICES

QUESTIONS AND ANSWERS NO. 1

Date: February 3, 2017

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. Is it acceptable to HCC that the vendor present two options regarding delivery with one of those options utilizing predictive analytics technology and performance research studies to validate the essential, desirable, and traits to avoid for certain jobs (as pertaining to the job description, core competencies, and person specification for certain positions)?

Answer: As a subject matter expert, we prefer the vendor provide the best option.

2. Tab 1 requires a detailed list of provided services similar to the type and kind requested in the RFP. Tab 4 requires the contact information for all listed firms noted in Tab 1. During the pre-bid meeting, January 24, 2017, it was stated that only 3 - 5 prior performance references were required. Can you please clarify? Perhaps we could list all firms and then provide contact information for 3 - 5 within the past five years?

Answer: Provide a minimum of three (3) relevant project references (within 5 year period) including contact information: telephone number, email address, and length of services.

3. How many job families are there?

Answer: Faculty, Executive, Professional & Technical and Support Staff.

4. When was the last evaluation study done?

Answer: We do not have historical data or information.

5. What is the deadline for project completion?

Answer: We anticipate a 6 month timeline but would like the vendor to provide a timeline with key milestones.

6. Describe your idea of the perfect vendor?

Answer: One that is a subject matter expert and provides industry best practices and trends.

7. Describe the compensation study?

Answer: A leveling of jobs through evaluation of jobs and job families.

8. Can you provide the current job descriptions?

Answer: The information will be made available to awarded vendor.

9. Is there an in-house team the contractor will work with?

Answer: Yes.

10. Describe the required vendor staffing necessary for service?

Answer: Each proposer is encouraged to provide whatever resources needed to complete the scope of work.

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