



3/17/2023

Addendum #2

RFP NO.: 101241
OPENING: 3/28/2023 @ 1:00 PM
COMMODITY: Human Resources Consulting Services

This addendum was generated to answer the following questions submitted for RFP 101241 by the question period deadline of 3/10/2023 at 12:00 pm (EST). No other questions pertaining to this bid will be accepted or answered moving forward.

Vendor #1

Q1: Pending the responses to these questions, would URI consider an extension of the due date?

A1: Any addendums will be posted on the Division of Purchases website.

Q2: The University of Rhode Island currently has approximately 800 non-classified union employees represented by multiple bargaining units. Given the identified period to conduct the consulting services, please indicate if the selected consulting firm will be required to socialize changes with and gain approval from individual bargaining units. If so, please identify the negotiation period for the applicable union contracts.

A2: No, the selected consulting form is not expected to socialize changes with and gain approval from individual bargaining units.

Q3: Are there any aspects of your salary administration program that are impacted by your relationship with the State of Rhode Island? If yes, please explain.

A3: No. The study will only include non-classified positions under the URI Board of Trustees. This study will not include any classified positions under the jurisdiction of the State.

Q4: Regarding the development of new positions and organizational structures (page 5, "...assisting in envisioning new positions that do not currently exist in the University's organizational structure..."), what is the scope of reorganization expected by URI?

A4: The University is not undertaking a reorganization. Regarding the quoted language above, we wish to have the selected consulting firm work with the University to consider types of positions that may be new to the University in the near future (for example, the fast pace of change in IT may demand positions that the University has not yet anticipated). More generally, the scope of work includes the development of job families and mapping current positions into these families – along with the development of new Position Descriptions for existing positions – as such, positions may be grouped in new ways. We are open to discussions about changes in the structure of positions at the University, particularly as it pertains to mapping into job families, but the goal of this study is not reorganization.



Q4.1: Will the consultant be required to conduct an organizational structure assessment and redesign of all in-scope URI areas?

A4.1 As needed per the scope of work and as noted above.

Q4.2: Although this is listed as a top-down exercise, what level of input will area leads have over proposed organizational structure changes?

A4.1 As needed per the scope of work and as noted above.

Q4.3: Will the consultant be required to model financial and organizational impacts associated with changes to URI's organizational structure?

A4.1 As needed per the scope of work and as noted above.

Q5: Section 4: Proposal, Subsection B. Cost Proposal states the need to provide "...a count of the number of discrete Position Descriptions the consult will develop within the Lump Sum proposed and provide a "per each" figure for any additional Position Descriptions...". Since the creation of job descriptions will vary based on the evaluation of work at the institution, will an approximate figure be considered instead of a "per each" approach?

A5: Please provide the maximum count included in the Lump Sum and then provide a "per each" cost for the development of PDs beyond that figure provided. We expect that the 750 current Position Descriptions for non-classified employees at the University will be substantially reduced through this effort.

Q6: Section 3: Scope of Work and Requirements, Subsection 5 – Project Team states, "Alterations to the proposed team will not be allowed without the University's prior written permission." What kind of notification does URI need in case a team member becomes unavailable?

A6: Team members may be substituted for valid reasons. The selected consulting firm may not present one team in the proposal and supply a different team for the work.

Q7: What URI staff will be assigned to the project and what is their anticipated level of availability? Have any defined roles for URI staff been assigned?

A7: The consulting firm will have assigned a single project lead at the University and will work closely with HR leadership throughout the project.

Q8: Does URI have a current compensation strategy that defines markets (peers/comparisons/geographies) and pay positioning for in-scope employees?

A8: No

Q9: What market sources does the University of Rhode Island currently use for compensation analysis? Will this data be available to the consultant?

A9: The University does not have a standing market source for compensation analysis. See Add/Alt #4.

PURCHASING DEPARTMENT

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Q10: Do current positions and/or job titles have market matches or benchmark jobs associated with them?

A10: No

Q11: Does the University of Rhode Island expect a review of FLSA compliance as a component of this work?

A11: Yes

Q12: Does URI expect a comprehensive equity analysis for employees in a protected classification group as a component of this work?

A12: Yes

Q13: Who are the executive sponsors for this study?

A13: Vice President for Administration and Finance

Q14: Do the forms and cover page form count towards our 6-page page limit?

A14: No, the intent is to limit the response to only the pertinent information required. It can exceed 6 pages, if necessary.

If you have already submitted a bid and need to make changes based on the information within the addendum, please submit a new bid response and indicate that the submission supersedes the prior.

Camely Machado
Purchasing Department
The University of Rhode Island

*****Vendor must sign and submit a copy of this addendum with your bid submission:**

Signature

Date