The University of Arizona

Procurement and Contracting Services

Request for Proposals for Compensation Job Market Pricing Tool

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

RFP L192409
Due on April 23, 2024 no later than 2:00 PM, MST

The following questions were received prior to the technical question period close of April 9, 2024 at 12:00PM MST.

Compensation Analysis

1. How does University of Arizona currently manage and analyze data from their compensation surveys?
   a. We house our surveys in MarketPay and our Compensation team analyzes our jobs based on internal processes.

2. How many compensation surveys does University of Arizona purchase/participate in?
   a. Approximately 7
      i. Western Management Group's EduComp survey
      ii. CUPA-HR's Higher Education surveys – Administrators, Professional, and Staff
      iii. Chronical of Higher Education
      iv. Rotate on a 3 year basis between – Mercer, Towers Watson, and Compdata
      v. Corporation for Public Broadcasting
      vi. Lead 1
      vii. Milliman University of Washington Higher Education

3. Which surveys does University of Arizona **subscribe** to?
   a. CUPA-HR's Higher Education surveys – Administrators, Professional, and Staff
   b. On a department level
      i. Corporation for Public Broadcasting
      ii. Lead 1

4. How frequently does University of Arizona conduct a market pricing review? (ex. Annually, Semi-Annually, etc.)
   a. Annually

5. How does University of Arizona define your geographic pricing markets today? (ex. metro location, zone, region, country, etc.)
   a. Country

6. Does University of Arizona utilize geographic differentials when pricing across different locations?
   a. Yes, we use ERI (Economic Research Institute)
      i. Utilize stipends to address geographical differences

7. Are there specific positions, job functions where University of Arizona struggles to find rich and/or accurate market data?
   a. Athletics
   b. Agriculture

  c. Certain healthcare
  d. Global positions
  e. Veterinary sciences

8. What does University of Arizona survey participation process look like today?
  a. We participate in every survey we purchase, and our team handles the participation.

9. Which compensation management system(s) is University of Arizona currently using (if any)?
  a. JDXpert for career architecture and job management.
  b. Payscale for MarketPay and pay equity software.

10. Aside from University of Arizona current compensation system, do any of the stakeholders from University of Arizona have experience with similar survey and/or compensation management systems? If so, which tools are you familiar with?
  a. ERI
  b. MarketPay

11. Are there specific aspects of your current compensation process/systems that prompted you to seek alternatives?
  a. Needing to update contract.
  b. Looking to see what else is out there that could fit our needs.

12. Please grade the below functionalities from 1-5. 5 being a high priority for this project, and 1 being outside the current scope.
  a. 5 - Improving the process of managing compensation surveys, job matches, and market composites
  b. 4 - Automating the process of building/modeling/updating salary structures
  c. 5 - Developing tailored reporting, analysis, and visualizations
  d. 2 - Granting tailored access to compensation insights for various internal stakeholders
  e. 3 - Finding additional sources of compensation market data
  f. 5 - Integrating seamlessly with your current HRIS and/or HCM system
  g. 4 - Participating in compensation surveys
  h. 1 - Managing job descriptions in a central solution
  i. 4 - Analyzing internal pay equity and modeling remediation

13. Would University of Arizona like to load historical composite/survey data? If this is the case, how many years of historical data would PROSPECT NAME like to load?
  a. 2 years

14. Which HRIS/HCM does University of Arizona utilize today?
  a. Peoplesoft

15. Would University of Arizona like to integrate with any internal systems, and if so what information would be shared between platforms?
    a. Maybe JDxpert – employee mappings
    b. Maybe Workday – employee information

16. Is there a grading framework or rubric that University of Arizona will use to make the final selection? If so, would you be open to sharing it with the Salary.com team?
    a. The criteria that will be used to score responses are listed in section 3.9.8 of the RFP and are in descending order of importance.

17. Regardless of the selected vendor, would University of Arizona be open to sharing feedback with Salary.com as to the key factors in your decision, and in which areas we surpassed or lagged the other vendors in consideration?
    a. Yes

18. What alternative solutions/vendors are you considering?
    a. Those who respond and meet the criteria.

Job Description Management
19. Does University of Arizona have an existing library of job descriptions? If not, is it University of Arizona goal to develop a library of job descriptions?
    a. Yes, we use JDXpert.

20. Does a job description exist for all or most of University of Arizona job descriptions?
    a. Yes, but some may need to be revised with better details.

21. Do job descriptions currently follow a consistent template? If not, is this a goal of University of Arizona?
    a. Yes and yes.

22. Where are job descriptions housed today? (ex. word documents in a share file, HRIS, talent management system, etc.)
    a. JDXpert

23. Who is involved in the job description review process? Would University of Arizona like to see this change?
    a. Only Compensation but takes recommendation from HR Partners and units. We are happy with our process.

24. What challenges with job descriptions would you like to see addressed in a job description management system?
    a. Need more robust job descriptions.

25. Is University of Arizona interested in exploring consulting services to assist with the writing, updating, and management of job descriptions?

      a.   Depending on cost and services.

26. Are you planning to contract separately for the Pay Equity portion of your existing contract?
    a. Yes, we are interested in Pay Equity as well but in not a part of this RFP.

27. Please confirm number of employees
    a. 14,000 to 15,000 University Staff Employees. Excludes faculty, students, postdocs, etc.

28. Beyond the system itself is the University looking to have any managed services or dedicated technical support?
    a. Not dedicated support – depends on contract.

End of Addendum, all else remains the same.