

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**FOR CONSULTANT TO PERFORM**

**CLASSIFICATION AND COMPENSATION STUDY**

**May 26, 2020**

**Key RFQ Dates:**

|                                       |                                |
|---------------------------------------|--------------------------------|
| Issue Request for Qualifications:     | May 26, 2020                   |
| Final Date for Receipt of Questions:  | June 5, 2020                   |
| Statement of Qualifications Due Date: | June 19, 2020 (by 2:00 PM EDT) |
| Announcement of Short-listing:        | July 17, 2020                  |

**NOTICE OF REQUEST FOR QUALIFICATIONS**

The Community College System of New Hampshire (CCSNH) invites Statements of Qualifications (SOQs) from firms wishing to submit proposals for a classification and compensation study with respect to all nonfaculty positions. **CCSNH plans to request proposals from short-listed firms to perform the classification and compensation study services.** Pre-qualification will be based on the SOQs provided by the responding firms, as set forth herein.

**SOQs must be submitted no later than 2:00 p.m. (Eastern Daylight Time) on June 19, 2020.** SOQs may only be delivered by mail to:

Community College System of New Hampshire  
26 College Drive  
Concord, NH 03301  
Attention: Jeanne Herrick, Legal Counsel

or by email to:

[jherrick@ccsnh.edu](mailto:jherrick@ccsnh.edu)

The full content of this Request for Qualifications, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFQ contains specific protocols relating to discussion and other communications regarding this RFQ. Any violations of these provisions may result in immediate disqualification of a firm's SOQ.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFQ.

## **I. BACKGROUND OF CCSNH:**

The Community College System of New Hampshire (CCSNH) is a corporation established by statute for the purpose of providing a well-coordinated system of public community colleges. CCSNH consists of a Chancellor's Office providing centralized functions and services and seven component colleges, each independently accredited by the New England Commission of Higher Education (NECHE). CCSNH serves over 26,000 learners annually and 95% of CCSNH students are New Hampshire residents.

CCSNH provides affordable, accessible education and training that aligns with the needs of the State's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of each student, a skilled workforce for our State's businesses, and a strong New Hampshire economy.

CCSNH has a workforce of approximately 1,800 employees, inclusive of 330 fulltime staff and 228 part-time staff and 50 fulltime administrators. The fulltime staff and regular part-time staff (at least 50% of fulltime) are covered by a collective bargaining agreement. CCSNH maintains separate wage schedules for covered and noncovered positions.

Prior to 2007, New Hampshire's community college system existed as a department of the State of New Hampshire. Upon becoming a separate corporate entity, CCSNH maintained the class specifications and salary schedule format for its covered professional, administrative, technical, and operating staff and engaged a consultant to develop separate classification and salary schedule format for its noncovered administrative positions. Operational, program, technological, regulatory, and staffing changes have resulted in class specifications becoming misaligned with the actual nature, level and scope of the work performed by many CCSNH employees. Moreover, the classification system does not accurately reflect the job functions and families typically found in higher education administration.

## **II. PROJECT GOALS:**

Through a comprehensive classification and compensation study, CCSNH seeks to create a position classification framework that is clear, consistent, and transparent – one that 1) organizes staff jobs by function and family; 2) ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified and rated/valued together; 3) provides salaries commensurate with education and experience requirements and assigned duties; 4) clearly outlines classification series and occupational groupings that outline career pathways and provides recognizable promotional compensation growth; 5) provides justifiable pay differential between individual classes; and 6) maintains a competitive position with other comparable entities within the region that CCSNH competes for labor supply.

## **III. PURPOSE:**

The purpose of this REQUEST FOR STATEMENT OF QUALIFICATIONS is to establish a pool of prequalified contractors to respond to a request for proposal that will be issued by the Community College System of New Hampshire after July 17, 2020 to conduct a Classification and Compensation Study with respect to all nonfaculty positions.

## **IV. STATEMENT OF QUALIFICATIONS:**

The Statement of Qualifications must describe the firm's qualifications to conduct a comprehensive classification and compensation study, and shall include the following:

- A. Description of the firm's business, include a description of experience, competencies, and overall organizational capabilities
- B. Corporate organization chart indicating key management team members

- C. Number of years in business
- D. Description of firm's capabilities to provide the specified services
- E. Description of project staff structure, the background, qualifications and relevant experience of all staff that would be involved in the project, including the length of time at the firm and the responsibilities that each staff member would have during the execution of the project
- F. Overview of approach and description of methodology to be used
- G. Description of project structure and typical timelines and phases
- H. Description of three different projects of similar scope, nature, and complexity within the past 5 years.

The firm will also be expected to meet the following requirements.

**Compliance with State and Federal Laws and Equal Opportunity:** In connection with the performance of this RFQ and the contract, the firm shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the firm, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including visions, hearing and speech, can communicate with, receive information from, and convey information to the firm. In addition, the Contractor shall comply with all applicable copyright laws.

In connection with this RFQ and the contract, firms shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, gender identity and expression, genetic information, veteran status, sexual orientation, or marital status and will take affirmative action to prevent such discrimination.

**Insurance and Workers' Compensation:** The firm shall provide evidence of capability to obtain and maintain in force, at its sole expense, comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate and proof of workers' compensation coverage in the manner described in N.H. RSA chapter 281-A.

**Certificate of Good Standing:** The firm shall provide affirmation from the New Hampshire Department of State that the firm has filed all required annual reports, paid all fees, has no dissolution in process, and has a legal existence. For more information, contact the Department of State at (603) 271-3242.

## **V. DESCRIPTION OF PROCUREMENT PROCESS:**

The procurement process for the project consists of two steps. Step one starts with the issuance of this RFQ and will result in the short-listing of qualified firms eligible to receive the Request for Proposal (RFP).

Step two starts with the issuance of an RFP to the short-listed firms requesting proposals for the project. For the RFP phase, CCSNH intends to score the technical portion of the proposals based on criteria established in the RFP and use this score for the calculation of "best value." The method for determining "best value" will be clearly defined in the RFP and may differ from that set forth herein to evaluate the SOQs. In addition, the rankings, scores, and evaluations of the SOQs shall not carry over or be used in any way in the evaluation of the proposals submitted in response to the RFP.

CCSNH, in its sole discretion, reserves the right, among other things, to suspend, modify, or terminate this procurement at any time.

## **VI. SOQ EVALUATION AND SCORING PROCESS**

CCSNH will evaluate the SOQs based on the rating and scoring information outlined below. As a result, each firm submitting a responsive SOQ will be eligible to receive an overall rating of either “short-listed” or “not short-listed.” To be short-listed, the firm must meet or exceed the evaluation and scoring criteria. A “fail” or “not short-listed” rating in any of the established categories will result in an overall rating of not shortlisted. Only those firms that are short-listed will be allowed to participate in the RFP “best-value” procurement process.

The objective of the RFQ step of the procurement is to prequalify firms having the technical, financial and management capability, capacity, and experience necessary to successfully undertake and complete the project. CCSNH has set high responsibility standards for the firm which is reflected in the evaluation factors of this RFQ and will be reflected in the RFP and the contract.

The SOQ information submitted by each responding firm will be evaluated by the technical review committee in accordance with the initial responsiveness review and the scored categories.

The technical review committee will initially review each SOQ on a pass/fail basis for (1) the responsiveness to the requirements set forth in the RFQ, (2) conformance to the RFQ instructions regarding organization and format, and (3) minor informalities, irregularities, and apparent clerical mistakes which are unrelated to the substantive content of the SOQ. CCSNH may allow certain deficiencies in the SOQs relating to the above factors to be corrected but shall have no obligation to do so. Firms shall correct the deficiencies in the timeframe set forth by CCSNH or risk being excluded from further consideration. CCSNH may also exclude from consideration any SOQ that contains a material misrepresentation.

Each responsive SOQ passing all “pass/fail” qualification requirements set forth above will be evaluated and scored by the technical review committee according to the following criteria:

| <b>SOQ EVALUATION CATEGORIES</b>   | <b>MAX. POINTS</b> |
|--|--------------------|
| <b>1. Classification and Compensation Study Experience</b>   | <b>60</b>          |
| a. Firm Experience and Past Performance  | 30                 |
| i. Experience in managing projects of similar size and complexity  | 10                 |
| ii. Technical and management experience and expertise to plan, organize and manage the project   | 10                 |
| iii. Ability to effectively manage all aspects of the project in a quality, timely and effective manner and integrate with CCSNH in a cohesive and seamless manner | 10                 |
| b. Key Personnel Qualifications  | 30                 |
| i. Project Manager/Team Lead   | 20                 |
| ii. Technical Staff  | 10                 |
| <b>2. Project Understanding and Quality Management Program</b>   | <b>40</b>          |
| a. Project Understanding and Approach  | 20                 |
| i. Management and organization approach  | 10                 |
| ii. Understanding of the risk sharing and teaming relationship between firm and CCSNH  | 10                 |
| b. Quality Management Approach   | 20                 |
| i. Resource management to deliver project in accordance with project budget and schedule   | 10                 |
| ii. Resource management to achieve project delivery goals, and provide quality control   | 10                 |
| <b>TOTAL POINTS</b>  | <b>100</b>         |

To short-list, a firm will be required to meet the following standards:

- 1) For the Classification and Compensation Study Experience, achieves a passing score of 39 or greater. The maximum score under this category is 60.
- 2) For the Project Understanding and Quality Management Program, achieves a passing score of 26 or greater. The maximum score under this category is 40.

Once scoring of all SOQs has concluded, the technical review committee will rank the SOQs from highest to lowest scores. CCSNH intends to short-list between 3 and 5 firms for continuation in the RFP “best-value” procurement process. If only one firm responds to the RFQ or attains short-listed status, CCSNH may re-advertise or cancel the project as it deems necessary.

## **VII. NOTIFICATION OF SHORT-LISTING**

Upon completion of the SOQ evaluation and scoring process, CCSNH will notify each firm in writing whether it has attained short-listed status. CCSNH will also publish the list of firms attaining short-listed status on its website: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/> Announcement of short-listing may be expected not later than July 17, 2020.