

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**  
**RESPONSES TO QUESTIONS SUBMITTED BY POTENTIAL BIDDERS**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**FOR CONSULTANT TO PERFORM**

**CLASSIFICATION AND COMPENSATION STUDY**

1. How many unique job titles are under the scope of the study? From the RFP Sections I and III, our understanding is that the Classification and Compensation Study will include approximately 608 full-time and part-time employees in nonfaculty positions. Approximately how many job positions will be included?

Response:

Executive Officer Job Titles – 4 [Note: 5 if the vacant “Vice-Chancellor” position is included.]

Non-Covered/Confidential Job Titles – 69

Covered Job Titles – 122

2. Is your organization looking to hold project meetings onsite or virtually? How do you anticipate the COVID-19 pandemic may affect the compensation study with respect to data collection, meetings, and deliverables?

Response: For this project, we would prefer that project meetings where significant information is gathered and decisions are made be held on site. We recognize, however, that the impact of the current COVID-19 pandemic may increase the use of Zoom meetings and expect that the project plan will require balancing the need for in-person meetings and adherence to current public health guidance.

3. Could you please confirm that focus of the study is for staff positions only? Which types of roles, jobs, and/or classifications are in scope for the project? Are executives included? Are bargaining unit roles included in the scope of work?

Response: The focus of the study is for all non-faculty positions. It includes all (covered and non-covered) professional, administrative, technical, and operating staff. It does not include chief executives, *i.e.*, the chancellor or presidents.

4. What factors or concerns are driving the RFQ from Community College System of New Hampshire (“CCSNH” or “System”) at this time? Why is this project being undertaken at this time? Are there particular problems or concerns with the current program? When was the last time this type of project was undertaken?

Response: The basic concern is that the current system is not sufficiently aligned with current roles and responsibilities.

Prior to 2007, the community college system existed as a department of the state. As a department of the state, the classification and compensation system adopted by the state department of administrative services was applied to community college positions. Upon becoming a separate corporate entity, CCSNH retained the state class specifications and salary schedule format for covered positions.

Because the classification system does not accurately reflect job functions and families typically found in higher education operations and administration, it is not sufficiently aligned with the actual nature, level and scope of work performed by many CCSNH employees. Through this project, CCSNH seeks to establish a classification system that organizes non-faculty jobs by function and family and a job architecture that is easier to understand and more transparent.

The 7 community colleges vary significantly in size, location, and program – from small rural institutions to larger urban to a centrally-located mixed commuter and residential college. CCSNH is a single employer. CCSNH seeks to ensure that positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified and rated/valued together.

Over the past 10 years, due to operational, program, technological, and regulatory changes, the work performed by CCSNH staff has changed. CCSNH needs to ensure that positions are assigned an appropriate classification based upon the nature of the work performed within a classification system that is sustainable for current and future operational and administrative needs and provides justifiable pay differential between individual classes.

CCSNH has not previously undertaken a classification and compensation study for covered staff positions. It last undertook a classification and compensation study for non-covered staff including executive positions in 2011.

5. What is the timeline for the project?

Response: We expect work will begin in September 2020 and completed by March 2021.

6. Who is the incumbent compensation consultant, and how long have you been with the incumbent?

Response: There is no incumbent.

7. Please describe the HR resources (particularly compensation professionals) available to assist the consultant in this project.

Response: CCSNH anticipates that two compensation professionals will be available to assist the consultant in this project – a chief human resources officer and a director of human resources.

8. Is there a particular format you would like for our response?

Response: There is no particular format expected.

9. In Section IV on page 5, the SOQ states that the consultant must obtain a “Certificate of Good Standing.” At what point in the process is the consultant expected to provide this certificate to CCSNH?

Response: Prior to execution of any resulting contract with CCSNH.

10. Can you please clarify or elaborate on page 6, 2.a.ii. “Understanding of the risk sharing and teaming relationship between firm and CCSNH” under the evaluation criteria?

Response: The allocation of responsibility and collaboration between the consultant and CCSNH in planning, organizing and managing the project.