

RFP ADDENDUM
RFP-18 Rev. 11/17/16

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

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RFP NO.:
18PSX0256
Proposal Due Date:
November 9, 2018
Date Addendum Issued:
October 11, 2018

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

RFP ADDENDUM #1

DESCRIPTION:

Human Resources Classification Study

FOR:

Department of Administrative Services

PROPOSERS NOTE:

See attached for answers to Proposers questions.

RFP 18PSX0256, Human Resources Classification Study
Question and Answer Document

1. Q. What are the names of the unions/bargaining units which represent the State's 30,000 employees (less 1,200 managerial employees)?
A. *Here is a link to the State's [collective bargaining agreements](#).*
2. Q. Does the State have a budget for this study that it can share with Proposers?
A. *The State does not release budgetary information in solicitations.*
3. Q. To demonstrate the full scope of services, can Proposer use private sector references?
A. *The RFP requests three governmental references. Private sector references should be used only after these requirements are met (i.e. Reference #4., Reference #5.)*
4. Q. Does the work need to be performed onsite at State facilities?
A. *Not necessarily. That can be discussed and negotiated.*
5. Q. Does the State have job descriptions for all their position titles?
A. *Here is a link to the State's [job classes](#).*
6. Q. How often does the State update their job descriptions?
A. *It varies. The managerial job classes, that are the primary focus of this RFP, have not been comprehensively reviewed in decades. Individual job classes have been updated at different times and that has contributed to a large number of job classes and the drifting away from alignment.*
7. Q. Does the State participate in any compensation surveys? If so, will the Contractor have access to these surveys?
A. *No. The State is open to surveys being incorporated as part of the project.*
8. Q. What public/private sector entities does the State include in its list of competitors for talent?
A. *Immediate competitors are the New England and Mid-Atlantic States and associated major cities (e.g., Boston, NYC, etc.). For jobs that are not endemic to State service (e.g., IT, Finance, HR, etc.), CT also has a host of Fortune 500 companies to choose from such as the United Technologies Corp., Aetna, Travelers, etc.*

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9. Q. When did the State last conduct a similar comp and class study? Will Contractor have access to the report?
- A. *Please see #6 above. This is the first endeavor for managerial job classes in decades.*
10. Q. Is the State expecting the Contractor to benchmark a certain number of positions for each study? If so, how many?
- A. *Very generally, yes. The State is a very large employer with highly diverse agencies, missions, and services provided (e.g., public health and safety, transportation, healthcare, administration, social services, etc.). Therefore, this will probably have to be discussed in order to ensure all career fields are sufficiently addressed.*