



**Solicitation Amendment No. 2**

<b>To: Prospective Proposers/Offeror:</b>		<b>Date:</b>	
Prospective Proposers		June 25, 2021	
<b>Project Title:</b>		<b>Project No.:</b>	
Comprehensive Compensation Study		RFP 21-51	
<p>Description of Solicitation Amendment: The Request for Proposal (Project RFP No. 21-51) is hereby amended as set forth below:</p> <ol style="list-style-type: none"> <li>1. Questions and Answers is released and attached.</li> </ol> <p>Please visit our website at <a href="https://www.hccs.edu/about-hcc/procurement/">https://www.hccs.edu/about-hcc/procurement/</a></p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>			
<b>Acknowledgement of Amendment No. by:</b>		<b>Date:</b>	
<b>Company Name (Bidder/Offeror):</b>			
<b>Signed by:</b>			
<b>Name (Type or Print):</b>		<b>Title:</b>	

**REQUEST FOR PROPOSAL**

**PROJECT NO. RFP 21-51**

**Comprehensive Compensation Study**

**QUESTIONS AND ANSWERS No. 1**

Date: June 25, 2021

To: Prospective Proposers

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Response

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Q1. Does the comprehensive equity review mentioned in section 2.1.4 on page 6 of the RFP include variables such as protected classifications and other factors typically considered in community college compensation, or is the study limited to equity based on longevity?

**Response:** This will be an item for discussion as we look at the best way to address any equity issues. The college currently uses total years of experience both inside and outside the institution to make salary offers.

Q2. Are the job classification descriptions for the 900 titles accurate? What is the date of their most recent update?

**Response:** Yes. We reviewed this approximately 18-24 months ago

Q3. By what date does HCC need the project to conclude?

**Response:** Early Spring 2022 & early Summer 2022

Q4. When are salary structure cost implications needed?

**Response:** Early spring 2022

Q5. What system/process/method does the organization currently use for job evaluation (meaning to establish internal equity and assignment to salary ranges)?

**Response:** Refer to the Compensation Plan which was provide with the RFP

Q6. Is HCC open to meeting with consultants remotely, or are onsite visits preferred?

**Response:** Meeting remotely is preferred

Q7. Is HCC interested in Diversity, Equity, and Inclusion Consultative Services related to compensation?

**Response:** Refer to the scope of Services and requirements as described in the RFP

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