**WRITTEN INQUIRIES**

**RFP for Consultant for Employee Classification and Pay Evaluation for LSUHSC-S**

**Solicitation Number 50009-007271**

1. **Question:** Of the 600 employees, how many are full time? part time?

**Response:** There are609 FTE full time as of 4/15/2025. There are 85.15 FTE part time as of 4/15/2025.

1. **Question:** How many unique job titles or job classifications are included in the study by full and part-time?

**Response:** There are134 unique job titles for full time and there are eight unique job titles for part time.

1. **Question:** The RFP indicates there are approximately 600 employees within the scope of the study. How many unique job titles are included?

**Response:** There are 140 unique job titles

\*NOTE: update with latest data as of 4/15/25 shows approximately 694 FTE

1. **Question:** What is the impetus to conduct the project? When were the salary structures and classification last reviewed and revised?

**Response:** Our hiring is inconsistent and siloed. We would like to ensure equity and fairness by bringing consistency and a structure to job duties, classifications and pay. This will help us to avoid future grievances, improve retention, and create transparency and clarity to candidates and departments.

1. **Question:** When was the last time job descriptions were updated?

**Response:** The job descriptions are reviewed when the position is vacant and the department is ready to refill it. There is no required review cadence on unclassified positions. The classified employees are required by State Civil Service rules to be reviewed every three years.

1. **Question:** How current and accurate are existing job descriptions or classifications?

**Response:** Some job descriptions have been updated recently, but the majority are outdated or did not undergo in depth review. LSUHSC-S has created new classifications and/or progression series (IT, animal resources, administrative officers), but the majority have not been consistently or methodically addressed for reclassification.

1. **Question:** Does LSUHSC-S want the consultant to update job descriptions?

**Response:** Yes, LSUHSC-S would like the consultant to update job descriptions.

1. **Question:** Approximately how many job descriptions need updating?

**Response:** We would like all job descriptions reviewed during this process. If certain positions are found to be performing a significant amount of the same work, the vendor is expected to make recommendations on job classification alignment.

1. **Question:** Is LSUHSC-S requesting a FLSA (Fair Labor Standards Act) analysis of all job titles?

**Response:** No, LSUHSC-S is not requesting a FLSA analysis of all job titles, however, if notable systemic issues are identified throughout the review of job descriptions and classifications, LSUHSC-S will welcome and encourage the consultant to make recommendations.

1. **Question:** Does LSUHSC-S want the consultant to collect salary data only or is LSUHSC-S also interested in the prevalence and cost of benefits (paid time off, health benefits, retirement benefits) provided by peer organizations?

**Response:** No, Benefit analysis is not part of the scope of work.

1. **Question:** What is your current compensation philosophy? As part of the scope, are you looking for a review/validation of the compensation philosophy?

**Response:** For classified employees, we follow the pay scales set by State Civil Service.

For unclassified staff, we do not have a philosophy. Each department hires according to their own historical practices.

1. **Question:** Does the current compensation philosophy identify peer and/or aspirant groups for compensation comparison purposes? Does it identify comparison markets and targeted levels of compensation?

**Response:** For classified employees, we follow the pay scales set by State Civil Service.

For unclassified staff, we do not have a philosophy.

1. **Question:** Is there a desire to conduct a full pay equity study on the basis of ethnicity, gender, race, etc.?

**Response:** Yes, the consultant should conduct a pay equity study.

1. **Question:** Does LSUHSC-S currently have a set of existing pay guidelines for revision? Or is the expectation to develop new pay guidelines?

**Response:** Yes, LSUHSC-S expects the consultant to develop pay guidelines. LSUHSC-S does not have “pay guidelines,” However, job descriptions currently include the minimum and maximum salary. This scale only applies at original offer/employment. The employee is eligible for subsequent raises, even if these bring them over the maximum of the range.

1. **Question:** What published surveys does LSUHSC-S currently use to market price the positions in scope of study?

**Response:** LSUHSC-S has not used any published surveys to determine pricing.

1. **Question:** Can you please share your existing current structure(s)?

**Response:** Attached (Excel Document) is a list of current job titles and FTE in each as part of the scope of this project. The only structure in place is for the department to submit a job description associated with filling a new or vacant position to Human Resources. Human Resources does not currently review the job descriptions for content or pay, but we will be implementing this process in the near future. This project will help to guide that procedure for Human Resources.

1. **Question:** What stakeholder groups will be involved in this project?

**Response:** Stakeholders includeHuman Resources, staff, faculty and leadership.

1. **Question:** What format or system is used to store the job descriptions? For example, is there a central repository for job descriptions all in the same format?

**Response:** Job descriptions are written in Microsoft Word, then signed and saved as PDFs. Human Resources is the central repository/office for these documents. Over the years, there are some positions wherein the job description was never updated and so Human Resources does not have a record on file. We are working on a full inventory of positions, date the job description was last updated, and missing job descriptions to provide to the vendor.

1. **Question:** Please provide more clarity on the request to provide master job descriptions for each job grade? Is the expectation to revise job descriptions for the positions under review?

**Response:** A master job description is one that sets broad minimum criteria, complexity of work, and scope of work that the position complies with. This allows it to apply to multiple personnel doing the same or similar work.

1. **Question:** The term "Career Paths" may be interpreted in a variety of ways. Is the expectation that the establishment of Career Paths be the creation of various Tracks (e.g. Support, Professional, Management) and levels (e.g. Entry, Intermediate, Senior) within each track?   Or something different?

**Response:** Career Paths should be interpreted as levels including, but not limited to Entry, Intermediate, and Senior.

1. **Question:** Is there an existing salary grade and range structure currently in place?

**Response:** For unclassified it is not well defined. The only structure we have is what is articulated on the job descriptions and these are inconsistent when compared to each other. For classified, we use state Civil Service pay scales and classifications. We are looking for a similar structure to be created for our unclassified staff as is applied to the classified.

1. **Question:** Please provide more clarity on the quantitative analysis of salary data to identify inequities? Are you requesting an internal pay equity analysis that would include a review of employee characteristics?

**Response:** Yes, we would like a review of employee characteristics, as well as length of service at LSU, highest degree earned, ratings, complexity of work, scope of work, etc. If there is a possible issue identified, then potentially an exploration of prior work experience or other options to provide clarity.

1. **Question:** What benchmark compensation surveys are currently utilized?

**Response:** LSUHSC-S does not currently utilize any compensation surveys.

1. **Question:** Are any employees represented by unions? If so, provide the names of unions/Collective Bargaining Agreements and the number of employees and titles associated with unions if applicable.

**Response:** Yes, there is a State Civil Service union. It has under 10 employees currently in it. There is no collective bargaining involved.

1. **Question:** Can you please confirm the project and contract start date are June 1?

**Response:** The Contract start date is anticipated to start on or about June 1, 2025.

1. **Question:** Does LSUHSC-S anticipate the use of position description questionnaires to collect job information?

**Response:** Position Description Questionnaires would be a valuable tool, but ultimately, how interviews and qualitative data are collected is at the vendor’s option.

1. **Question:** Does LSUHSC-S need help with developing communications materials, or just development of a communication plan with respect to the study?

**Response:** No, LSUHSC-S will determine the communications plan, however, we are seeking recommendations on a phased in approach to suggested changes.

1. **Question:** Can you please provide the link to the excel Price Schedule? We looked in the RFP and state website but did not see it.

**Response:** The Price Schedule has been made available on the LaPac website as part of Addendum Number 2.

1. **Question:** Is there an established budget range for the project?

**Response:** It will be dependent on vendor bids.

1. **Question:** Per the RFP, LSUHSC-S is requesting financial documents, our Firm considers these documents confidential and our auditors prefer not to provide hard copies to maintain confidentiality. Will it be acceptable for us to send the documents via email in a password protected file?

**Response:** The financial documents should be submitted upon request by the State.

1. **Question:** Is it possible to add or modify sub-contractors at a later stage?

**Response:** Yes, sub-contractors may be added or modified at a later date with pre-approval, however, the cost of the project based on the bid and signed contract cannot increase.

1. **Question:** Are consultant resumes required to be submitted now along with the bid? If a consultant becomes unavailable later, can a suitable replacement be provided?

**Response:** Resumes should be provided with the proposal for staff considered to be key roles. See section IV. (Detailed Requirements) B. (Personnel Qualifications) of the scope of work for more information on positions considered to be key roles. If a staff member becomes unavailable, the Contractor should fill the role with qualified personnel.

1. **Question:** Can the contractor or consultant perform their duties remotely?

**Response:** Yes, the Contractor may complete work remotely, however, there will be some on-site visits expected and planned in advance with LSUHSC-S.

1. **Question:** Can additional job titles be added to this list of proposed staff, or are vendors limited to these four staffing titles?

**Response:** Additional titles may be submitted, however, the core requirements must still be met.

1. **Question:** Does the State anticipate vendors will have entries into ALL categories of pricing, or is it acceptable for some categories to be zero?

**Response:** Yes, zero is acceptable