

**FLORIDA POLYTECHNIC UNIVERSITY  
UNIVERSITY PROCUREMENT  
LAKELAND, FL**

**RFP 23-040  
COMPENSATION STUDY**

**DATE: 04/27/2023**

**ADDENDUM NO: Two (2)**

**PLEASE NOTE:**

Question # 1: Please confirm that the population targeted for this analysis is staff only and does not include faculty. How many employees are included in the study?

**The analysis will be limited to FT, PT, and OPS employees and will not include faculty, visiting faculty, or adjunct faculty. The study size is approximately 300 non-faculty employees.**

Question # 2: How many unique job titles or job classifications are included in the study?

**At present there are approximately 170 unique job titles/classifications for non-faculty employees.**

Question # 3: What is the anticipated start date of the project and is there any flexibility in the start date?

**Ideally, the compensation study would start mid-summer (July) but there is flexibility in the start date.**

Question # 4: Does the University have an expected timeline for the project and when does the University need final results/recommendations?

**The University would anticipate a timely completion (i.e. we do not want this to languish) but has no specific deadline in mind. Practically speaking, a study completed by the end of the calendar year would be advantageous in planning legislative conversations around the need for additional funding.**

Question # 5: Please confirm that the pay internal equity request is in addition to the base salary market analysis. Is the pay equity in reference to internal compression, race or gender pay equity?

**Confirmed. The pay internal equity evaluation is in addition to the base salary market analysis. Specifically, the University is interested in internal compression, race, and gender pay equity.**

Question # 6: The RFP requests a review of current job descriptions (JDs). Please describe the current state of job descriptions – are they up to date and accurate? Are you looking for the JDs that are out of date to be re-written by the selected vendor or by the Florida Poly HR team? How many total JDs do you have and how many do you anticipate are out of date?

**At this point in the growth of the University, it is safe to assume that all job descriptions should be reviewed and evaluated for consistency as part of this engagement. In addition, a standardization for creating future job/position descriptions should be developed along with a procedure for modifying existing and creating new descriptions moving forward.**

Question # 7: Are any of the positions included in the study part of a union? If so, how many and which unions?

At present, there are no non-faculty unions at the University.

Question # 8: Can you describe your current compensation philosophy?

At present, there probably isn't one. That said, an aspiration for the University's compensation program to:

- 1) emphasize external competitiveness,
- 2) recognize and reward the merit of strong performance and contribution to the institution,
- 3) recognize and consistently address the importance and value of internal equity.
- 4) Paying competitive salaries and benefits to attract and retain top talent
- 5) Linking compensation to individual and company performance
- 6) Ensuring internal equity and fairness in pay across job roles and levels
- 7) Providing opportunities for career development and advancement

Question # 9: Does the institution have a set of peer institutions/organizations that you currently use for compensation comparisons? If so, can you describe the rationale for how these institutions were chosen?

For compensation comparisons, the University has not developed a set of specific peer institutions or organizations with respect to non-faculty employees. That said, positioning us to be competitive with the other State University System of Florida institutions in our area (University of South Florida, the University of Central Florida, New College of Florida), the Florida College System institutions around us (Polk State College, Valencia College, Lake-Sumter State College, St. Petersburg College, Hillsborough Community College), the private universities and colleges in our vicinity (Florida Southern College, Southeastern University), as well as appropriate local industry sectors (law enforcement, information technology, etc.) would be advisable.

Question # 10: What internal or external stakeholder groups/committees do you anticipate having involvement with this study (e.g., Staff Senate/Council)?

The President's Cabinet, university department leadership, Human Resources, and involvement by the university staff through information sessions, public forums, and other information gathering and dissemination means.

Question # 11: What published survey sources does the institution currently use to obtain market compensation information?

Predominantly CUPA-HR is our market compensation source.

Question # 12: Can you describe the current salary structure (# of bands, range spreads, etc.)? Do you have any specific concerns regarding the existing structure design?

The current structure consists of approximately 16 pay bands with ranges presented in five increments from minimum to max of 1<sup>st</sup> quartile, to midpoint, to max of 3<sup>rd</sup> quartile, then ending with maximum. We are open to innovation if this is an antiquated structure but are comfortable if this structure is still valid for an organization with our characteristics. As part of this engagement, the University would want procedures developed for any structure addressing placement of new hires and promotions within the structure (new or existing) as well as the fair and equitable compensation strategies employees at maximum.

Question #13: What is the desired level and type of communication support needed for this study?

Moderately-to-moderately high engagement via information sessions, public forums, and other information gathering and dissemination means.

Question # 14: The RFP mentions one of the objectives is a framework for career progression? Are you looking for detailed career path development, or a structure that allows for career progression through the grades/bands?

- The University is looking for an intentional and transparent path for employees to understand what their next steps are to progress their career within the organization.
- A well-designed career progression plan can benefit both Florida Poly and its employees. Employees feel valued and motivated to continue working for FP when they see clear opportunities for growth and development. At the same time, FP benefits from increased employee engagement, retention, and productivity.

Question # 15: Are there specific functional areas or roles where you are facing any compensation concerns?

Yes

- 1) in the context of an institution that has not performed a review or compensation analysis in over six years;
- 2) in the context of market pressures from the virtual marketplace and technology-driven sectors like information technology, human resources, and accounting;
- 3) in the context of the Florida-specific issues like new mandated minimum salary conditions for law enforcement (excluding universities and colleges law enforcement) and compression due to mandated minimum wage increases.

Question # 16: Per the RFP, the University is requesting financial documents, our Firm considers these documents confidential. Will it be acceptable for us to send the documents via email in a password protected file?

Yes however, please see Section 5.0, (6.) Public Records Laws; Trade Secret Certification.

Question # 17: Will you accept the proposal via email or electronic submittal in lieu of hard copies or USBs?

- a. One (1) printed original of the Response clearly marked as the original and containing an authorized representative's signature, title, and date of signature.
- b. One(1) hard copies of the Response.
- c. One (1) electronic copy of the Response, preferably on a jump drive. Do not provide the Response via email.

Question # 18: If hard copies are required, will you accept scanned signatures in lieu of original ink?

Yes

Question # 19: Will the University consider extending the due date?

Yes, the due date has bene extended to May 22, 2023; 2:00 PM (ET)

All respondents must acknowledge receipt of this addendum by signing below and submitting this executed document with your response. Failure to execute and return this addendum form may disqualify your firm's response.

This addendum shall become part of your firm's response and the subsequent documents if applicable.

Receipt Acknowledged:

Due Date/Time: May 22, 2023; 2:00 PM (ET)

Vendor name:

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Address:

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Email:

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Phone:

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Signature:

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