

# Addendum 6— Responses to Vendor Questions

Bid Number 01-20120822-*Comprehensive Review for Reform of Public Employee Compensation*

## Questions about the Purpose and Scope of the Study

<b>1. Question</b>	<b>What is the General Assembly hoping to accomplish with this study? Have there been any events that prompted this review?</b>
<b>Answer</b>	Legislators have expressed interest in state employee compensation as well as several concerns about equity and fairness, employee recruitment, retention, and inter-sector competition. As a result, the General Assembly is embarking on this comprehensive study to gain a clearer understanding of the current status of the compensation systems, and receive expert direction in how to move forward.
<b>2. Question</b>	<p><b>What are the number and type of state employees included in the scope of this study? Does the study include</b></p> <ul style="list-style-type: none"> <li>• <b>judicial and legislative employees;</b></li> <li>• <b>employees of the NC Center for Nursing other than the Executive &amp; Associate Director covered under the SPA;</b></li> <li>• <b>employees of the State Health Plan for Teachers &amp; State Employees other than the Executive &amp; Deputy Directors and designated employees by the Executive Director covered under the SPA; and</b></li> <li>• <b>employees of community colleges?</b></li> </ul> <p><b>If so, approximately how many of these employees are covered?</b></p>
<b>Answer</b>	<p>As stated in the RFP (p. 1) and the enabling legislation (Appendix A), the comprehensive review of public employee compensations plans includes all individuals employed by the executive, judicial, and legislative branches of North Carolina State government (both SPA and EPA); and individuals employed by the University of North Carolina System who are subject to the State Personnel Act (SPA employees). All judicial and legislative employees and employees of the State Health Plan for Teachers &amp; State Employees are included in the scope of this study. It is our understanding that the NC Center for Nursing is no longer in existence.</p> <p>Excluded from the scope of this study are</p> <ul style="list-style-type: none"> <li>• employees of the University of North Carolina System who are exempt from the State Personnel Act (EPA employees);</li> <li>• employees of local entities in Area Mental Health, Developmental Disabilities, and Substance Abuse Authorities; Local Social Services Departments; County and District Health Departments; and Local Emergency Management Agencies;</li> <li>• employees of community colleges.</li> </ul> <p>As stated in the RFP (p. 3), there were approximately 74,208 permanent full-time equivalent budgeted positions in State government and (p. 4) 33,356 permanent full-time equivalent budgeted SPA positions in the Universities supported by all fund sources on December 1, 2011. The Office of State Personnel currently reports 91,172 positions both filled and vacant in the State agencies and 25,960 SPA positions in the universities. <i>Please note the numbers provided by OSP are not expressed as full-time equivalents and, thus, are higher for the State agencies. The 33,356 university SPA permanent full-time equivalent budgeted SPA positions number includes 7,010 positions at UNC Health Care which are excluded in the OSP numbers. UNC Health Care employees/positions are not within the scope</i></p>

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	<i>of this study (other than that in task 2).</i>
<b>3. Question</b>	<b>How many titles are associated in the job inventory? Can these job titles be grouped in some way? Will the State provide a rough estimate of the potential for job consolidation or provide resources to assist with job consolidation?</b>
<b>Answer</b>	There are approximately 3,500 job titles managed by the Office of State Personnel. There are other job titles in the legislative and judicial branches as well as other entities, which are exempt from the State Personnel Act. The Contractor may group job titles with similar qualifications and duties (e.g., Truck drivers 1, II and III) in order to compare each group to the relevant labor market. The RFP allows such groupings to facilitate comparisons. Each job title must be compared individually or included within a grouping for comparison. The Office of State Personnel and University General Administration human resources staffs, the Contractor Administrator and Fiscal Research Division will be available for discussions with the Contractor about the groupings, but the Contractor is expected to propose groupings as a basis for those discussions and eventual approval by the Contract Administrator. The task is to comprise groups that are relevant for comparison so that the individual positions within that group may be reasonably compared to the labor market relevant to that group. Offerors should not interpret the RFP as a requirement for the Contractor to recommend consolidation of job titles for future administration.
<b>4. Question</b>	<b>Can you confirm that the scope of the project encompasses the 74,208 positions (employees and unfilled positions) of the State government, plus the 33,356 positions of the UNC system, and provide information on how many job classes/titles encompass those two groups of positions in total? Are two different sets of job classes used for those two sets of positions?</b>
<b>Answer</b>	Please see answers to questions 2, 3, and 10.
<b>5. Question</b>	<b>Are the employee compensation plans for the North Carolina Banking Commission and the UNC Healthcare System compensation plans included in the scope of the study? If so, how do these plans operate?</b>
<b>Answer</b>	The North Carolina Banking Commission and the UNC Healthcare System are included in the scope of the study. These two entities have their own performance-based compensation plans that the General Assembly wanted evaluated as Task 2. That Task does not mean that the General Assembly intended the study to exclude the Banking Commission from the balance of the study. UNC Health Care employees are EPA and, thus, are not included in the balance of the study. The contractor will need to acquire specific information relative to each compensation plan directly from those entities.
<b>6. Question</b>	<b>Do the performance-based plans in use by the NC Banking Commission and NC Health Care System include bonus or incentive pay in addition to base pay for successful performance? Is a formal bonus or incentive program a feature of any pay programs covered in the scope of this study?</b>
<b>Answer</b>	The Legislative Services Commission has not researched those plans and has no basis for an answer. The Commission expects the Contractor to do so as specified by Task 2 and its subtasks. We are unaware of any specific bonus or incentive programs in other entities within the scope of this study.
<b>7. Question</b>	<b>How many NC State agencies are covered under the scope of the study?</b>
<b>Answer</b>	The entities covered and those exempted are explained in answer to Question 2. For

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	<p>purposes of counting, offerors should use <a href="http://www.ncgov.com/ncagency.aspx">http://www.ncgov.com/ncagency.aspx</a>, which purports to list all agencies and commissions. Offerors should “expand” that web list to reveal smaller, more specialized entities that receive administrative support or are included with the oversight of a larger agency (e.g. the entities supported administratively by the Department of Administration). However, the General Assembly does not purport that this website contains an exhaustive list of all agency employers covered under the scope of this study. The General Assembly is not considered a State agency, but is included within the scope of the study. Offerors should also consult the 2011 <i>Comprehensive Annual Financial Report</i> for the State of North Carolina in order to identify legally separate entities for which the State is financially accountable as defined by GASB Statement No. 14.</p> <p><a href="http://www.ncosc.net/financial/11cafr/2011%20Comprehensive%20Annual%20Financial%20Report.pdf">http://www.ncosc.net/financial/11cafr/2011 Comprehensive Annual Financial Report.pdf</a></p> <p>The Contractor should count those entities and consider them within the study scope unless exempted as explained in answer to Question 2.</p>
<b>8. Question</b>	<b>How many compensation plans/salary structures are covered under the project scope?</b>
<b>Answer</b>	See answer to Question 2. Generally, in addition to the compensation and classification plans administered by the Office of State Personnel, employers exempted from the State Personnel Act may administer their own plans. These plans are included within the scope of the study and variations and potential disparities between exempt and non-exempt plans were influential as the General Assembly defined the scope of the study. Certain employees (e.g. faculty) of the University of North Carolina System are exempted from the State Personnel Act (EPA employees) and are subject to a compensation plan administered by the University System and individual universities. This plan, however, is specifically excluded from the scope of the study.
<b>9. Question</b>	<b>How many pay programs are covered under the scope of the study? Other than longevity pay or career status, are there other pay provisions (e.g. shift differentials, on-call pay, probationary pay adjustments etc.) that are covered in the scope of this study?</b>
<b>Answer</b>	See answer to Question 2.
	All forms of compensation are included. The Contractor will apply experience and expertise in matching any and all compensation components for positions within scope with all compensation components for employers in the matched relevant labor markets determined by the Contractor. See Section 4 of the State Personnel Manual at <a href="http://www.osp.state.nc.us/manuals/index.htm">http://www.osp.state.nc.us/manuals/index.htm</a> for additional information about other pay provisions applicable to SPA employees.
<b>10. Question</b>	<b>Will a list of job titles by agency be provided for preparation of the proposal response?</b>
<b>Answer</b>	The Office of State Personnel maintains a Classification and Compensation website: <a href="http://www.osp.state.nc.us/CompWebSite/index.htm">http://www.osp.state.nc.us/CompWebSite/index.htm</a> . However, the Legislative Services Commission does not purport that this website contains an exhaustive list of all positions covered under the scope of this study. Offerors may review the job titles reported within the Office of State Personnel’s <i>Salary Plan</i> publication available on line at: <a href="http://www.osp.state.nc.us/CompWebSite/2009%20Salary%20Plan%20Book.pdf">http://www.osp.state.nc.us/CompWebSite/2009%20Salary%20Plan%20Book.pdf</a> Offerors should be cautioned, however, as it appears Judicial and Legislative Branch job titles are not included in the information available at the referenced website.

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## Questions about the Current Compensation Systems

<b>11. Question</b>	<b>Does each agency currently have its own performance evaluation system? Is the State looking to develop a comprehensive statewide system?</b>
<b>Answer</b>	<p>Session Law 2012-142, Section 25.2C repealed the Comprehensive Compensation System, which was tied to a performance appraisal system. This language required the State Personnel Director to monitor the performance appraisal system. Prior to the repeal most agencies had a performance appraisal system in place.</p> <p>S.L. 2011-145, Section 29.20, as amended by S.L. 2012-142, Section 25.2D, states that it is the intent of the General Assembly to create and implement a modernized, fair, and fully-functional performance-based compensation system for employees...” Item (9) of the provision requires the study to include “Recommendations, timetable, and design of a comprehensive performance-based compensation plan across all government sectors for implementation by the General Assembly. Recommendations must include the design of an effective employee performance evaluation system, including the identification of effective employee performance measures and information systems (including estimated costs) to track and monitor employee performance.”</p>
<b>12. Question</b>	<b>Has there been a recent effort to unify the classification system?</b>
<b>Answer</b>	The Office of State Personnel has partially implemented a career-banding system from a graded classification system. Both systems are currently in place. In addition, it is our understanding that OSP is currently piloting a new classification system which is comprised of both the graded and career banding systems. Please visit the OSP website ( <a href="http://www.osp.state.nc.us/">http://www.osp.state.nc.us/</a> ) for additional information.
<b>13. Question</b>	<b>Are the pay ranges different for similarly titled positions in different agencies or branch of government in the State? For example, is the scheduled pay range for a journey-level Budget Analyst the same regardless of whether the employee works for the executive branch, legislative branch, university system, etc.?</b>
<b>Answer</b>	Yes, there will be differences, which while unlikely <i>within</i> plans, are more likely between similarly titled positions of separately administered plans. One of the reasons for the study is to determine whether pay ranges are consistent across government sectors and if not, the causes and significance of inconsistencies.
<b>14. Question</b>	<b>Are there different benefit offerings or employer contribution rates across agencies and branches of government?</b>
<b>Answer</b>	Benefits differ by retirement system and employee group. Employees in the Teachers and State Employees Retirement System (TSERS) have a standard employer contribution. The employer contribution for the Consolidated Judicial Retirement System is different. Some employees are entitled to a 5% employer match to a 401K plan. The Contract Administrator and Fiscal Research Division will be available to assist the Contractor in identifying employer-related contributions for the employees in scope.
<b>15. Question</b>	<b>Does the State have a uniform system for collecting and managing personnel data? How many payroll systems will be providing data for the study? Will</b>

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	<b>the State provide resources to access the payroll systems and provide a consistent dataset of State employees, pay, and performance data for the study or is data acquisition the responsibility of the contractor?</b>
<b>Answer</b>	Most state agencies use a centralized personnel system. The General Assembly has its own system. Each university manages its own personnel data but submits data to a centralized data mart for all institutions and for submission to the Office of State Personnel. The Contract Administrator will develop protocols around confidentiality in order to provide the Contractor with access to state personnel data where possible. Data acquisition is, however, the responsibility of the contractor.
<b>16. Question</b>	<b>Is there current job documentation available for the positions to be benchmarked?</b>
<b>Answer</b>	The Office of State Personnel and personnel divisions of exempt agencies will have job descriptions for positions in their inventories that may be reviewed when combining like positions for a comparison group. However, the General Assembly does not purport that job descriptions exist for all positions or that the descriptions are current or entirely accurate. See also answers to questions 3 and 10.
<b>17. Question</b>	<b>About what percentage of the positions does State envision would be benchmarked?</b>
<b>Answer</b>	No positions will be excluded from comparisons unless recommended by the Contractor and approved by the Contract Administrator. Each position in inventories either will be grouped with similarly-titled positions or in a few instances where there are no multiple similar positions may be compared individually to the relevant labor markets.
<b>18. Question</b>	<b>Can you provide more information on state fringe benefits? Are State fringe benefits taxable, partially taxable, or non-taxable? What is the rationale behind including fringe benefits in the study? Which fringe benefits are of most importance?</b>
<b>Answer</b>	For a general description of fringe benefits offered State employees see: <a href="http://www.osp.state.nc.us/orientation/benefits/benefitslist.htm">http://www.osp.state.nc.us/orientation/benefits/benefitslist.htm</a> and <a href="http://www.osp.state.nc.us/CompWebSite/rewards.htm">http://www.osp.state.nc.us/CompWebSite/rewards.htm</a>  The rationale is that the value of benefits provided to the employee and paid by the employer should be considered compensation and as such considered when comparing a position's compensation to the relevant labor market. A comparison based upon salary alone would be incomplete. All provided benefits are important and must be considered to assure comparability.
<b>19. Question</b>	<b>Are the job descriptions for positions covered under the scope of this study up-to-date and reliable indicators of job roles?</b>
<b>Answer</b>	While the Legislative Services Commission cannot assure that position descriptions are universally reliable, legislative staff have found descriptions generally reliable. However, the General Assembly does not purport that job descriptions exist for all positions or that the descriptions are always or entirely accurate.

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## Questions about Consultant Requirements and Expectations

<b>20. Question</b>	<b>Is the Consultant expected to make recommendation on how to rationalize State employee job titles into a different classification scheme?</b>
<b>Answer</b>	No. The grouping of job titles is only for facilitating and limiting the number of comparisons.
<b>21. Question</b>	<b>Is it the intent of the Legislative Services Commission that the Consultant have a senior level staff person on-site for the duration of the project?</b>
<b>Answer</b>	<p>The Contractor should have a presence in Raleigh just as legislative staff who work irregular hours and frequently work after hours and on weekends, and must arrange their personal schedules to suit the General Assembly.</p> <p>During field work and preparation of the report, it is expected that the Contractor will have a senior level staff person on site in Raleigh full-time, weekends excluded, in addition to consultants who need to be in North Carolina to perform most of their work. Other than the senior level staff person on site, however, consultants are not required to be in North Carolina when work may be performed more or as effectively off site unless the Contract Administrator determines otherwise and notifies the Contractor.</p> <p>Once the 2013 legislative session begins, the Contractor’s consultant with the expertise required is expected to attend and to respond to questions during legislative committee meetings considering the Contractor’s report. In addition, the Contractor must respond to ad-hoc requests from individual members. The Contract Administrator may give some lead time, but will expect the Contractor to designate a senior staff person to be on-call for short notice to appear or to arrange appearances by the consultant (s) with expertise when the General Assembly or its committees are meeting—again as is expected of legislative staff.</p> <p>After the General Assembly adjourns its 2013 session in the summer and until December 31, 2013, the Contract Administrator will notify the Contractor when there is a need to appear in North Carolina and if so, the Contractor and consultants with the required expertise must appear. <i>There will be no tolerance for situations where the Contractor’s commitment to another client impedes the Contractor’s ability to appear in North Carolina during the contract period.</i></p>
<b>22. Question</b>	<b>Is the Contractor expected to build a performance-based compensation system? If so, would Offerors be excluded from bidding on the system’s implementation phase?</b>
<b>Answer</b>	No. The expectation is for a design, not a “build.” This study is not a technology construction project and does not include writing software, developing procurement specifications for hardware, or hiring of staff to install and/or operate the system. Task 8 and its subtasks delineate the nature of work expected. The intent is to use study recommendations and the design to minimize future conceptualization and system design work, if any, should the State wish to proceed with full implementation.

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	The General Assembly may include restrictions in future legislation regarding the eligibility of the Contractor if there is an implementation phase.
<b>23. Question</b>	<b>What parameters should be used as assumptions when developing proposals for the labor market analysis? Will the definition of the labor market and fringe benefits be provided?</b>
<b>Answer</b>	<p>The Legislative Services Commission expects the Contractor to possess sufficient expertise to define the relevant labor market for each position or position groupings.</p> <p>Only employer-provided fringe benefits are included in the scope of this project. Information about fringe benefits will be provided to the Contractor. For a general description of fringe benefits offered State employees see:  <a href="http://www.osp.state.nc.us/orientation/benefits/benefitslist.htm">http://www.osp.state.nc.us/orientation/benefits/benefitslist.htm</a> and  <a href="http://www.osp.state.nc.us/CompWebSite/rewards.htm">http://www.osp.state.nc.us/CompWebSite/rewards.htm</a></p>
<b>24. Question</b>	<b>What peer states should be used as a comparison to North Carolina?</b>
<b>Answer</b>	<p>The Contractor is expected to identify states having best practices as determined by the Contractor.</p> <p>Similarly, the Contractor is expected to establish criteria for determining relevant labor markets for comparisons. Those markets may consist of other state governments if the State of North Carolina competes with those state governments for recruitment and retention of employees in positions or position groups compared. In many instances, a comparison to other states is not warranted as may be the case when the relevant labor market consists primarily of employers within North Carolina.</p>
<b>25. Question</b>	<b>Is the Contractor expected to physically visit each Agency HQ and significant location? If so, approximately how many locations does the State believe this includes?</b>
<b>Answer</b>	<p>While it is necessary for the Contractor to physically visit agencies employing high percentages of employees or representative of a compensation plan specifically mentioned by the RFP or having unique features, or when directed by the Contract Administrator, the Contractor is not required to physically visit all agencies and agency regional offices. The Contractor is expected to be open to communications with all State agencies and is encouraged to reach out for State agency input either in person, by telephone, email, or surveys.</p> <p>Information on the relative size of agency workforces according the Office of State Personnel is available on line:  <a href="http://www.osp.state.nc.us/data/stats/2012/stats.htm">http://www.osp.state.nc.us/data/stats/2012/stats.htm</a>. Because of timing and definition differences, these statistics may not agree with the reported workforce as of December 1, 2011 as stated in the RFP on page 3.</p>
<b>26. Question</b>	<b>Can you provide a schematic of the scope of the study to include: the Commission (or governing entity), organization (or sub-entity), and then the number of distinct positions and number of employees within each?</b>
<b>Answer</b>	There is insufficient time to construct such a schematic.

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<b>27.Question</b>	<b>When you say the Offeror's team must include expertise in one or more of the State legislative processes, what do you consider those processes to be?</b>
<b>Answer</b>	<p>The processes include</p> <ul style="list-style-type: none"> <li>• development of proposed legislation including anticipation of support and opposition and strategies for contending with opposition and lobbyists on all sides of an issue;</li> <li>• bill craftsmanship including drafting a proposed bill or working closely with a legislative drafting specialist to draft a bill or amendments;</li> <li>• the State legislative process including bill introduction, standing committee review and reporting, processes related to committee amendments and preparation of committee substitute bills; calendaring and chamber consideration, and conference committee processes for reconciling differences between House and Senate versions; and processes for overriding or sustaining a veto; and</li> <li>• the State appropriations process including review of the Governor’s budget proposal; consideration of revenue estimates; consideration of agency requests, analysis and input by legislative fiscal analysts, and the process of amending the budget at various stages of consideration.</li> </ul> <p>Experience and expertise in these areas is usually obtained by service as a legislator, as a senior legislative staff employee, as a State agency legislative liaison or as a paid lobbyist or unpaid representative of an interest group frequently involved in state legislative matters.</p>

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### Contract Amount, Schedule, and Terms & Conditions

<b>28. Question</b>	<b>Has there been an amount budgeted for this study?</b>
<b>Answer</b>	No. The General Assembly has the capability of funding this study through its reserves. The decision to enter into a contract and the contract amount are at the discretion of the Legislative Services Commission.
<b>29. Question</b>	<b>Under the current schedule, there are about 3 ½ months to complete drafts on all eight (8) tasks. How much flexibility is there in the timeline? Is the Legislative Services Commission willing to consider a more realistic schedule?</b>
<b>Answer</b>	Given the statutory deadline of March 1, 2013, there is no flexibility in the final report deadline. Thus, this study will be a challenging project. The project is broad and has a very ambitious timeframe, and thus, the Contractor may receive 1-2 days flexibility to complete submission of drafts. However, progress reports must be submitted every two weeks to the Contract Administrator.
<b>30. Question</b>	<b>Will the Legislative Services Commission negotiate any changes to the terms and conditions of the Contract?</b>
<b>Answer</b>	Yes as the final contract is being prepared. There may also be an earlier Best and Final Offer (BAFO) process in which the offerors who are finalists may be offered the opportunity to make suggestions to the terms and conditions of the contract stated in the RFP.
<b>31. Question</b>	<b>The terms and conditions contained in the RFP materials contain no limitation on the vendor's liability. In addition, the vendor would be required to post a performance bond equal to 10% of the contract value. Would the vendor also be liable to the State even for claims arising out of the State's negligent actions?</b>
<b>Answer</b>	The Contractor is responsible for claims arising from the Contractor's performance of this agreement. It is not the intent of the Legislative Services Commission that the Contractor assumes responsibility for claims arising out of the negligent actions of the State. The Legislative Services Commission would be willing to negotiate clarifying language on this issue as needed.
<b>32. Question</b>	<b>Can you provide a date/timeframe when the General Assembly's legal counsel will provide information on the Limit of Liability Provisions for this study?</b>
<b>Answer</b>	Moot. See answers to questions 30 and 31 above.
<b>33. Question</b>	<b>Can offerors propose on some tasks but not others? Is there a possibility of parceling out RFP activities to multiple vendors?</b>
<b>Answer</b>	No. The Legislative Services Commission is requesting proposals for a comprehensive project with all offerors proposing on all tasks.  However, the Legislative Services Commission has the discretion to parcel out portions of the contract to more than one vendor. An offeror should be prepared to negotiate a contract for one or more tasks if requested by the Legislative Services Commission.
<b>34. Question</b>	<b>Should the Cost Proposal Format include the average billing rate per hour for all staff?</b>
<b>Answer</b>	Yes. The proposal should include a blended rate for consultant fees excluding

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	travel. The billing rate for each individual consultant is not required on the cost proposal, but the cost proposal format requires submission of the name, ranks and proposed hours for each individual consultant by task and must include any subcontractors. It is not necessary to identify clerical and support staff by name, but proposed hours by task for such staff should be included.
<b>35. Question</b>	<b>Section XIII, 7 indicates that the contractor must sign accepting all the terms in order to propose. Is the State of NC willing to waive section XIII, 7 if the proposal is being submitted ONLY on the condition that the terms and conditions are negotiable?</b>
<b>Answer</b>	Yes
<b>36. Question</b>	<b>Would any meeting expenses or costs of the project entrance conference and other similar briefings, meetings, etc. (other than consultant travel costs) be reimbursed or paid by the State?</b>
<b>Answer</b>	<p>Yes. The offeror should distribute proposed hours for the entrance conference and other similar meetings among tasks in the cost proposal. The RFP does not specify how those hours should be distributed among tasks.</p> <p>The Contractor will be paid in stages for professional fees in accordance with Section DD, page 31 of the RFP.</p> <p>Travel expenses for the entrance conference and other similar meetings will be reimbursed in the same manner and basis as all other project travel as specified by Section D, pages 18-19 of the RFP.</p> <p>The Contractor must not propose hours for and will not be reimbursed for travel expenses, compensated, or allowed to recover retroactively any costs for the pre-proposal conference, proposal preparation or revision, presentation of the proposal, participation in and submissions of BAFOs if applicable, or negotiations concerning contract terms.</p>

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## Questions about Specific RFP Tasks

<p><b>37. Question</b></p>	<p><b>What is desired for the Task 1a.ii (p. 7):“Describe and evaluate each of the position classification and banding plans. The consultant must address...Governance and organization structure of the administrative entity or entities.”</b></p>
<p><b>Answer</b></p>	<p>The task involves determination of who makes or interprets personnel policies affecting all State employers including those that are and those that are not exempt from the State Personnel Act (Chapter 126). The Contractor is expected to describe each governance structure and which employers fall under that structure and the characteristics of and variations of the classification/banding plans particular to those employers. The purpose of the description is to pinpoint accountability for policies affecting all State employees. By governance structure, the RFP means the administrative entity or entities with full authority by state law for setting policies that govern the classification, compensation, and terms of employment of employees of agencies or institutions within the sector subject to that governance structure.</p>
<p><b>38. Question</b></p>	<p><b>Will the definition for Task 4 Evaluating the State Employee Career Status (p.10) be provided?</b></p>
<p><b>Answer</b></p>	<p>Career status is defined in the State Personnel Act (Chapter 126)  <b>§ 126-1.1. Career State employee defined.</b>          For the purposes of this Chapter, unless the context clearly indicates otherwise, "career State employee" means a State employee or an employee of a local entity who is covered by this Chapter pursuant to G.S. 126-5(a)(2) who:</p> <ol style="list-style-type: none"> <li>(1) Is in a permanent position appointment; and</li> <li>(2) Has been continuously employed by the State of North Carolina or a local entity as provided in G.S. 126-5(a)(2) in a position subject to the State Personnel Act for the immediate 24 preceding months.</li> </ol>
<p><b>39. Question</b></p>	<p><b>What is the source of information on employer assertions referred to in Task 1.f.?</b>  <b>“Describe and then express an opinion on any employer assertions suggesting the necessity of greater job security and more lucrative salaries and benefits to recruit applicants and to retain incumbents within the determined relevant labor market.”</b>  <b>Has that data already been gathered or is it expected to arise in executive interviews?</b></p>
<p><b>Answer</b></p>	<p>The task is to evaluate the validity of any such assertions expected to arise during interviews or surveys. Such assertions are commonly made by stakeholders during State budget negotiations or are made in support of legislative proposals to exempt certain State positions or employers from salary restrictions.</p>
<p><b>40. Question</b></p>	<p><b>Where would the data for Task 4.b. come from? What assistance would the LRC provide in identifying and accessing that information?</b>  <b>“Determine the following for State Employees:</b></p> <ol style="list-style-type: none"> <li>i. Identify all relevant laws, administrative rules, and policies relative to “career State employees.”</li> <li>ii. Review historical trends of the number and percentage of state</li> </ol>

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	<p><b>employees subject to and exempt from the State Personnel Act.</b></p> <p><b>iii. Review the process of removal or reinstatement of “career State employees” and include a flow chart of removal process from identification of cause(s) through removal or reinstatement.</b></p> <p><b>iv. Utilize case statistics of attempted employer disciplinary actions against “career status” employees, review trends and determine whether “career State employee” status is protecting employees from arbitrary dismissal without cause while assuring that employees are terminated when there is cause.</b></p> <p><b>v. Recommend whether laws, administrative rules, and policies should be continued or modified based upon human resource best practices.”</b></p>
<p><b>Answer</b></p>	<p>The data is obtainable from the Office of State Personnel or directly from State agencies or the University of North Carolina System. Staff from the Fiscal Research and Research Divisions of the Legislative Services Office may also be available to advise or provide guidance as to data sources and information. However, offerors are reminded of Section IV. A of the RFP on pages 5 and 6, which states that the consultant is to perform the project independently with <u>minimal</u> support from legislative staff. Offerors are required by Section V. C. 4 to “Describe any dependency on or assumptions about time and resources from the Program Evaluation Division, the Fiscal Research Division, and other divisions of the General Assembly, state agencies, institutions, and universities necessary for the Offeror to perform. Data sources may include Chapter 126 of the North Carolina General Statutes, see <a href="http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=126">http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=126</a>;</p> <p>Title 25 of the North Carolina Administrative Code, see <a href="http://reports.oah.state.nc.us/ncac.asp?folderName=\Title 25 - State Personnel\Chapter 01 - Office of State Personnel">http://reports.oah.state.nc.us/ncac.asp?folderName=\Title 25 - State Personnel\Chapter 01 - Office of State Personnel</a></p> <p>The State Personnel Manual, see <a href="http://www.osp.state.nc.us/manuals/index.htm">http://www.osp.state.nc.us/manuals/index.htm</a>; The Office of State Personnel; and the State Personnel Commission.</p>

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### Questions about General Assembly and Legislative Staff Support during the Study

<b>41. Question</b>	<b>Section 29.20.(e) of the statute provides that the State Personnel Director and other key Fiscal Directors "...shall dedicate and identify staff for technical assistance, as needed, to aid in the reviews required by this section." Can the State provide an assessment of the number and type of resources that may be dedicated to this project?</b>
<b>Answer</b>	The number of resources cannot be estimated. The Contract Administrator will work with the Contractor in identifying the resources and notifying State agencies of obligations and expectations pursuant to Section 29.20 (e). The Contract Administrator will assist the Contractor with identification of designated State agency contacts.
<b>42. Question</b>	<b>Can you confirm how long the session is expected to last? Can you provide any estimate of the number of the various types of briefings, presentations, ad hoc working sessions, and one on one discussions, plus ad hoc analyses that would be expected as part of "Event #14 and IV A 4?"</b>
<b>Answer</b>	<p>As an odd numbered year, the General Assembly will convene for a "long" session January 30, 2013. Generally, long sessions adjourn mid to later summer, but may recess and reconvene at dates specified by the adjournment resolution. The following is a list of adjournment dates for previous "long" sessions:</p> <ul style="list-style-type: none"> <li>• 2003 July 20</li> <li>• 2005 September 2</li> <li>• 2007 August 2</li> <li>• 2009 August 11</li> <li>• 2011 June 18, but reconvened for limited business at several specified intervals until April 2012.</li> </ul> <p>Offerors are reminded that the Governor may convene the General Assembly for special sessions, which may consider study results. When in special session within the contract period, the Contractor may have to respond on short notice as during regular sessions.</p>
<b>43. Question</b>	<b>Would the Legislative Services Commission be prepared to provide some overview of the legislative key players to provide input to the identification of key legislative and executive staff for the project entrance conference and ongoing project management? What types of input and support is the Legislative Services Commission prepared to provide to the project?</b>
<b>Answer</b>	<p>Yes. The Contract Administrator upon the request of the Contractor will schedule a meeting of key legislative staff to identify key legislative staff, legislators and executive staff.</p> <p>The Program Evaluation and Fiscal Research Divisions are jointly responsible for administering the study with the Director of the Program Evaluation Division serving as Contract Administrator. Staff from each of these divisions as well as the Research and Bill Drafting Divisions will be available for consultations during the course of the project.</p>

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<b>44. Question</b>	<b>How will the Legislative Services Commission assure the cooperation of the Executive Branch (the HR department) that will be necessary to gather the data and input needed to accomplish many of the project evaluation tasks?</b>
<b>Answer</b>	<p>The Contract Administrator and staff from the Program Evaluation Division will advise and assist the Contractor with entrance conference plans and with State agency access protocols. Legislative staff will remind State agencies and institutions of their obligations to assist with the study pursuant to Section 29.20 (e). See the answer to question 41. Agencies and institutions are generally responsive to interim studies by legislative staff. Agency cooperation is expected to a greater extent with this study given the strong interest by State agencies in assuring the accuracy of data used by the Contractor to develop findings and recommendations affecting employee compensation.</p> <p>The Legislative Services Commission will also designate the Contractor as having the same records, personnel and facility access as legislative employees provided by Section 1. G.S. 120-32.01. The Fiscal Research Division will assist the Contractor in obtaining state personnel data from the BEACON system, which performs central personnel data management.</p>

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### Questions about Previous State Vendors

<b>45. Question</b>	<b>Has the State worked with any consulting firms previously to study any aspect of the Work Tasks included in this RFP? Will this information be available to the selected firm?</b>
<b>Answer</b>	Tasks within the scope of the current study have not been addressed statewide by any consulting firms.
<b>46. Question</b>	<b>Does the State have an existing vendor for any compensation work? When was the last broad based compensation project or study completed by that vendor?</b>
<b>Answer</b>	There are no such vendors currently under contract and there have been no similar comprehensive compensation studies in the past.