

RFI State of Delaware Job Classification Review Request ID: DHR20123-JOBCLASRVW State of Delaware DHR Responses to Questions			
Number	Question Context/Reference	Question	DHR Answer
1	Page 5 D Key RFI Dates/Milestones	Is the due date for responses Monday, August 3rd or Wednesday, August 5th? The deadline is listed as Monday, August 5th so wasn't sure which is correct and wanted to make sure.	The RFI response is due NLT Wednesday, August 5th.
2		Has DHR previously contracted for these services / is this kind of review mandated for certain intervals of time and can I ask the most recent contract number if so?	No, we have not contracted for this level of review.
3	Section B, Project Requirements Pages 7 and 8	The document states that it is an RFI which may or may not lead to an RFP. An RFI typically requests experience and qualification statements. Yet, Section III B on page 8 sets out a requirement for a detailed work plan as to how we would do all the steps as set out in Project Requirements on page 7 and 8. Such a requirement is typically associated with an RFP. Please clarify. Is it your intention that our response in this section would form the basis on an RFP?	The intent of this section is to inform the vendor of the scope of work we are requiring for this project, so that the vendor may provide a summary of their ability to provide these services as specified. Yes, these requirements would be part of a future RFP, should an RFP be developed.
4	Section D, Vendor Information Package Response (VIP), Page 9	Section D on page 9 seems to be in contradiction to Section III on page 8. Both set out VIP requirements but these requirements are different. Please clarify. D.1 refers to a Statement of Need but there is no Statement of Need anywhere else in the document. D 3 and 4 are what are typically required in an RFP, not an RFI. Please clarify. What does D 5 mean?	Statement of need refers to project requirements (section II. B). In D.3. and D.4 the State is seeking an understanding of what the undertaking outlined in the RFI might cost and the time frame involved. D.5. is requesting what hardware/software would be required.
5	Section B, Project Requirements Pages 7, Number 2.	You currently use the Hay method of job evaluation for allocation of classifications to grades. Is it your intention to continue using that methodology? B 2 on page 7 would indicate yes. Please clarify.	
6	II. A. Paragraph 6, Page 7	Section II-A, paragraph 6, page 7: The state has used the Hay approach for many years. Has any consideration been given to changing to another evaluation system?	
7	"The State of Delaware currently uses the Hay Methodology to evaluate new/revised classifications and assign an appropriate pay grade."	Does the State want to continue to use the Hay Methodology, replace it with another system, or is the State undecided on this point?	We did not intend for this statement to mean the vendor must use HAY methodology; to clarify, yes each of our current Classifications is assigned a pay grade, PG 1-PG 26, (with a corresponding salary range) based on HAY analysis and corresponding total score. If the vendor uses a different methodology or determines there is a better methodology, that may be adapted to correspond with the State of Delaware's current pay grades, than the State will consider this and would be looking for assistance in integrating the recommendations into our current compensation

8	II. SCOPE OF WORK, B. PROJECT REQUIREMENTS, Page 7: A detailed review of job duties by position including a job analysis based on data collected through questionnaires, desk audits or other methods to make proper classification determinations and assign appropriate hay points/pay grades to class specifications.	Does DHR want the consultant to utilize the existing Hay Methodology or is DHR interested in implementing a new job evaluation methodology?	structure.
9	II. SCOPE OF WORK, B. PROJECT REQUIREMENTS, Page 7:	Section II, paragraph B-2, page 7: Since the Hay approach is proprietary, and can only be used by Hay, wouldn't this preclude other firms from submitting a proposal?	That is a good point. If a firm utilizes a different methodology to determine the hierarchy of job classifications, an alternate may be considered, see above response for more detail.
10		The scope of the project appears to be classification focused. How do you intend that the work be integrated with your compensation structures?	This review does not encompass revising the State's compensation structure. We are looking for the vendor to review each position and then determine what classification (existing or revised) the position should be classified to. In addition, if class specs are created or revised as a result, the State is looking for a vendor to be able to evaluate these changes for pay grade change (change in hierarchy) and then incorporate changes into the State's current compensation structure.
11	II, Scope of Work, A, Paragraph 6: "However, the review did not include an evaluation of each classification for pay grade changes."	Does the State want the selected vendor to review and/or update its current pay grades/salary ranges as part of the classification review project?	
12	B. 2 Page 7	Do you want all 12200 employees to complete position information questionnaires? B 2 on page 7 would indicate yes. Please clarify.	The vendor should determine whether or not that would be necessary and we are open to suggestions. When DHR conducts a classification review, we review the individual work of each position. Positions performing the same work may be grouped on the same duty statement.
13	II-A, paragraph 1, page 6	Section II-A, paragraph 1, page 6: May a firm bid on a resulting RFP if a response is not provided to the RFI?	Yes.
14	II. Scope of Work, A, Page 6: "These classifications are for approximately 12,200 employees and up to 1400 job classifications."	Are union jobs/employees covered within the scope of the study? If so, what percentage of the roles/ employees are unionized?	Yes this includes union covered jobs; however, job classification is not negotiable.
15	II. B. Project Requirements, Number 2, Page 7: "A detailed review of job duties by position including a job analysis based on data collected through questionnaires, desk audits or other methods to make proper classification determinations and assign appropriate hay points/pay grades to class specifications."	Does the State want the selected vendor to conduct new questionnaire(s) or analyze the results of recently conducted questionnaire(s)?	There have been no recent questionnaires conducted, so the vendor will be conducting the questionnaires. Online interviews are adequate and the vendor may determine the method of data collection with DHR consensus.
		Given the recent developments brought about by the COVID pandemic, will the selected vendor be allowed to conduct online interviews in lieu of desk audits assuming a questionnaire is inadequate to obtain position specific information?	
16	II. B. Page 7: "Provides a recommended classification methodology to be used by the State of Delaware for ongoing, efficient evaluations of positions and provide technology recommendations for future classification work to be conducted more efficiently."	Is this State looking for technology recommendations along the lines of a new HCM system or an online position benchmarking/market pricing tool? Or is the State looking for another type of technology solution?	Our classification process is manual. The State is looking for recommendations to streamline and conduct classification work more efficiently.

17	III. Vendor Information Package (VIP) Requirements, C. Page 9: Vendor Information Package Response (VIP), Number 1, Page 9 "Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk."	Given the recent developments brought about by the COVID pandemic, will the State accept emailed responses to the RFI?	The State will not accept email responses.
18	III. D. Vendor Information Package (VIP) Response, 1. Service, Page 9	The RFI does not contain a "Statement of Need" section. What is the State referring to in terms of "Statement of Need?" Is it the "Project Requirements" section? If vendor can perform all 10 services requested in the Project Requirements section, can the vendor provide one Vendor Information Package (VIP) Response that addresses all 10 project requirements or does the vendor need to provide 10 separate VIP Responses to address each project requirement?	Yes this is the Project Requirements Section; the vendor can provide one VIP Response that addresses all 10 requirements. The intent of listing these requirements is so the vendor understands the scope of work required and so that the vendor may provide a summary of their ability to provide these services as specified.
19	III. VIP Package Requirements, D. VIP Response, Number 7., Page 9 COMMUNICATION (provide detail communication plan during project)	With whom does the State want the selected vendor to communicate during the project? The State's project team members? State executives? State employees? Who is the intended audience?	Communications would be with the State's Classification project team, employees, Subject Matter Experts, and agency and central Human Resources management and staff.
20	II. SCOPE OF WORK, A. PURPOSE / BACKGROUND / EXISTING METHOD, Page 6 Text (from Paragraph 1): These classifications are for approximately 12,200 employees and up to 1,400 job classifications.	Does DHR have current classification specifications for the approximately 1,400 job classifications?	Yes there are current classification specs on our website. Here is the link: https://dhr.delaware.gov/personnel/class/index.shtml However, we feel we should point out that some of our positions are exempt from the merit system, including some exempt positions that are directly comparable to a merit job description and others that are equivalent to a merit pay grade (such as Division Director, Cabinet Secretary).
21	II. SCOPE OF WORK B. PROJECT REQUIREMENTS, Page 8 Recommends and implements the reallocation of positions to existing, new or revised classifications, as written by the vendor with input from DHR Central Classification and Compensation subject matter experts on appropriateness of the recommended classification based on the work performed, classification specification content and assignment to appropriate pay grade and State Agency subject matter expert on actual work performed.	Does DHR want the consultant to draft updated classification specifications for the approximately 1,400 job classifications?	Yes, DHR is asking a vendor to revise existing class specifications, including the job requirements (minimum qualifications for hire), and create new classifications/specifications as determined by the review of each position conducted by the vendor.

22	<p>II. SCOPE OF WORK B. PROJECT REQUIREMENTS Page 8</p> <p>Provides an FLSA determination, EEO determination, job requirement changes and updates to current career ladder promotional standards.</p>	<p>Please clarify if DHR is requesting FLSA and EEO determinations and job requirement changes for only classifications in career ladders or for all job classifications?</p>	<p>DHR is requesting the vendor determine FLSA and EEO for all revised or new classifications resulting from this review.</p>
23	<p>II. SCOPE OF WORK B. PROJECT REQUIREMENTS, Page 8</p> <p>Recommends and implements equity in job classifications performing similar work with similar levels of knowledge, skills and abilities across occupational fields.</p>	<p>Would DHR like the consultant to estimate the cost of implementation for the recommended changes in job classifications?</p>	<p>If the vendor can provide an estimated cost at this time, that would be helpful.</p>
24	<p>III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS C. NUMBER OF COPIES WITH MAILING OF RESPONSE , Page 9</p> <p>Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk.</p>	<p>Can the electronic copy of the proposal be submitted on a USB?</p>	<p>Yes, as long as it's compatible.</p>
25	<p>III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE, Page 9</p> <p>3. PRICING (Explain and detail Cost Structure)</p>	<p>Does DHR have a budget for this project and if so, can you share the amount?</p>	<p>DHR has not determined a budget at this time.</p>
26	<p>III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE, Page 9</p> <p>6. REPORTING (provide reporting schedule) Reporting, provide reporting schedule</p>	<p>Can you please clarify what you mean by "Reporting"? Does this refer to the delivery of draft and final reports?</p>	<p>This refers to the types of reports a vendor may provide to DHR on this project.</p>