

RFQ 24-16 CLASSIFICATION AND COMPENSATION STUDY
 QUESTIONS
 Revised 9/17/2024

	Question	CAW Response
1.	Given CAW's short timeline for submitting proposals and the approaching long weekend, would CAW consider accepting proposals electronically rather than via mail? Or, if not, would CAW consider extending the due date?	Electronic proposals will be accepted, and the date can be extended.
2.	How many distinct job/classification titles does CAW have, and how many will be included in this project?	66 Exempt and 81 Non-Exempt, 4 not determined
3.	Does CAW participate in Industry, Trade, or Association wage/salary surveys? If so, which ones?	Yes, AWWA Salary Survey
4.	For the custom salary survey, does CAW have a list of comparator organizations they want the consultant to include, or is CAW looking for the consultant to identify all comparator organizations for inclusion in the survey?	Tulsa, Fort Smith, Little Rock Water Resource Authority, North Little Rock wastewater, Fayetteville, Springdale, Beaver Water District (for admin, lab, water treatment plant operators and other comparable positions, that utility does not have a distribution system), Liberty Water (if that information is available), American Water (if that information is available), Greensboro, NC, Pittsburgh, PA, St. Paul, MN, Durham, NC, Plano, Texas, Buffalo, NY, Fort Wayne, IN, Lubbock, Texas, Baton Rouge, LA, Salt Lake City, Utah, Fayetteville, NC, Amarillo, Texas, Columbus, Georgia, Birmingham, AL, Mobile, AL. I realize, of course, that data may not be available for all of these locations, and obtaining information from them may not be practical. IT is certainly overkill.
5.	What is the organization's fiscal year beginning and end dates?	January 1 to December 31
6.	Will the new pay structure be implemented at the beginning of the Fiscal year or another date? Please explain.	I don't know. It depends on timing and budget impact. If the study is completed soon enough and the overall changes are revenue neutral, we could. Change management for employees will take some time.
7.	How many pay plans (pay structures/pay grids) does CAW currently have? If more than one, what employee groups are assigned to each pay plan?	Submitted exempt pay plan and non-exempt pay plan
8.	Does CAW provide pay increases on the employee's anniversary date, a common date, or based on some other timing? Please explain.	Yes (all of the above). Merit is based on the evaluation date, pay plan adjustment in January, and other pay increases may be available between evaluation dates if approved by the department's chief.

9.	Which of the following types of pay does CAW currently use: merit pay, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay?	Merit, certification/license, bilingual, promotions, special assignment pay, acting assignment (I think this refers to an interim position).
10	Does CAW currently have written guidelines regarding starting pay for new employees based on Knowledge and Experience, with caveats for how difficult the position is to fill and on market competitiveness at the time of the search, or is CAW looking for a consultant to introduce these guidelines to CAW for the first time?	No. Yes, CAW is looking for a consultant to introduce these guidelines to CAW.
Questions Submitted 9/3/2024		
11	How many unique job titles will be included in the scope of the study?	See #2 above
12	Does CAW currently subscribe to any compensation surveys the awarded consultant would incorporate into the analysis? If so, which surveys	Yes, see #3 above
13	Does CAW expect that meetings and presentations will be held virtually or in person?	Virtual would be fine, but I think it would be good for the consultant to at least budget for making an in-person presentation to the Commission.
14	Does CAW have a desired deadline for project completion? Does CAW have a desired deadline for project completion?	July 1, 2025
Questions Submitted 9/4/2024		
15	How many unique job titles are covered in the study?	See #2 above, 66 Exempt and 81 Non-Exempt, 4 not determined
16	Can you advise us on the anticipated start date of the project?	January 6, 2025
17	When do you need to have your results for the study?	Nine (9) months from the start of the process
18	Will you please confirm the number of affected classifications?	Exempt (66 positions) and Non-Exempt (81), 2 non-graded, 4 not determined
19	If different than the number of classifications, please confirm the number of active titles in use.	See the attached documents provided

20	Does a union represent any of CAW's employees? If so, how many separate associations or agreements?	No
21	The reference to HIVIP employees seems drawn from an agency strategic plan or other similar document. Can this be provided to potential respondents?	yes
22	Please provide a copy of the merit bonus system policy and any related tools or forms.	yes
23	What is CAW's current market position?	Not sure
24	We understand that pricing is not to be submitted with proposals. However, can you please provide CAW's approved budget for consulting services resulting from this procurement?	2025 Budget in process
25	What is CAW's desired start date and anticipated completion schedule? Is there flexibility in these dates, if necessary?	See numbers 16 and 17 above and yes there is flexibility
26	Can you all please confirm how many unique job titles are expected to be included in the study?	See #18 above
27	What is the intended budget for the project?	See #24 above
28	Is any travel anticipated with this project?	See #13 above
29	Does CAW have an intended project timeline or deadline that would like to be considered?	See numbers 16 and 17 above and yes there is flexibility
30	The RFQ indicates a total of 370 full-time employees authorized (some are vacant at present). How many distinct	See #18 above

	classification (job) titles are in the scope of the proposed study?	
31	Does CAW currently maintain both <u>written</u> Classification Specifications for each Classification Title <i>and</i> job descriptions for each job title assigned to each classification?	Yes, and yes
Questions Submitted 9/11/2024		
32	How many different classifications represent the employees included in the study?	See #18 above, Exempt (66 positions) and Non-Exempt (81), 2 non-graded, 4 not determined
33	Does CAW have a proposed timeline for completing the study?	See #s 16 and #17 above. Nine (9) months from the start of the process
34	For the department head meetings. Is there a preference for doing those meetings individually versus 1-2 department head group meeting(s) ?	Individually
35	Is the current job documentation (e.g., job description or classification specification) a reliable source of information for this study?	yes
36	Is CAW receptive to the selected vendor conducting an electronic job analysis questionnaire to gather job information directly from staff efficiently?	Supervisors will be working directly with staff
37	Does the scope include updating all job descriptions to a common template/standard? If not all, what percent of job descriptions are estimated to be in need of updating?	CAW Human Resources is working with supervisors and staff to update job descriptions and put in a common template.
38	Are there a specific expectations for project start and completion dates?	See #s 16 and #17 above, start date: January 6, 2025, end date: Nine (9) months from the start of the process

39	Approximately how many jobs or classifications will this study encompass?	See #18 and #32 above
40	Are there any represented employees included in this study? If so, how many CBAs are there?	If I understand the question correctly, No collective bargaining agreement
41	Are onsite presence/meetings preferred or required for this study, or is remotely acceptable?	See #13 above. Virtual would be fine, but I think it would be good for the consultant to at least budget for making an in-person presentation to the Commission.
42	What is your current CAW payroll programs/software (as relevant to this project)?	Currently it is GP
43	What is the upcoming ERP, and when is that expected to be implemented	INFOR, 18 months (2026)
44	Can you elaborate on what you mean by the system should be "compatible" with current CAW systems? For example, could that be through an import/export feature? Does it need to have an integration with the ERP system?	Both import and export and integration with ERP (INFOR) system
45	Is it expected that CAW will continue to license this comp/class product/service system after the project activities are complete?	Yes, I would think so but Compensation and the CEO will need to respond