

Addendum 2
NEW MEXICO HIGHLANDS UNIVERSITY RFP 20-003-4

RFP NUMBER: 20-003-4
ADDENDUM DATE: January 13, 2020

ADDENDUM:

- NMHU extends the submission deadline from 1/14/2020 to 1/21/2020.

Questions:

- What employee groups are covered by the study?
Staff and faculty
- How many employees in total will be covered by the study?
Approximately 470
- Do you have a budget and if so can you share with us?
We do not have a budget, but pricing must be competitive and scaled to project.
- A 6-month timeline is aggressive for this type of study. Is there any flexibility in your completion date?
Not at this time. However, we will listen to feedback and review timeline for proposals submitted.
- Do you anticipate job descriptions will need to be developed for all job titles?
Yes – or at minimum enhanced based on what we have currently available.
- Are there existing factors/issues prompting this analysis, or is it proactive in nature?
Update our job descriptions to include relevant and current information.
Understand the appropriate market in comparison to how we pay faculty and staff.
- How many faculty are in the scope of the study (full-time, part-time, adjunct)?
Approximately 130
- How many staff are in the scope of the study (full-time, part-time, temporary)?
Approximately 340
- When was the last study conducted and what was the outcome?
2012 – unknown – results of study are unable to be located after a transition in upper level administration.
- Does the scope include on-site stakeholder interviews with Executive Leaders to gather feedback relevant to the project?
Yes
- Is there an existing compensation philosophy that is to be modified? Or does the scope include creation of a new compensation philosophy?

There is no existing philosophy.

- Who are the stakeholders that will need to be consulted and/or informed throughout this process?
President, Vice President for Finance, Administration, and Government Relations, Director of HR and Payroll, Assistant Director of HR and Payroll, and others that will be identified.
- The scope indicates “ensure positions are compliant with the Fair Labor Standards Act”. Is this an expectation or a need for a full FLSA review of all positions at NMHU?
Yes
- Does NMHU currently subscribe to the CUPA-HR compensation surveys? If so, which ones? If no, are you willing to purchase?
We do not and cannot afford to subscribe as we are a small institution.
- Do job descriptions exist currently? If not, does the scope include the development, distribution, and assessment of job description questionnaires to gather job data?
Job descriptions currently exist; however, may be outdated and may have duplicates for the same position.
- The RFP notes that all positions are on one pay plan. Does this reflect staff only? Does a pay plan exist for faculty positions? Does the scope include development of a faculty specific pay plan/salary structure?
We do have salary structures in place for staff and faculty that will need to be reviewed.
- Does the institution currently utilize any tools (online or otherwise) to manage compensation data and/or job descriptions?
No
- Does the institution need assistance with development of a communications plan or communications materials?
Yes
- Is there a desired implementation date for any recommended changes?
6 months
- Can the deadline be extended by 2 weeks as we have just received the RFP and need ample time to ensure a comprehensive review?
January 21, 2020 is the longest we can extend the deadline. We hope this allows for sufficient time. Please remember to use the online bid portal to allow for quick submission.

All other provisions of the RFP remain in full force and effect.

NEW MEXICO HIGHLANDS UNIVERSITY



Adam Bustos, Purchasing Director

1.13.20

Date