



**Request for Proposal (RFP)**  
**Faculty Compensation**

Date	Event
March 22, 2017	Advertise/ Issue Date
March 29, 2017	Due Date for Questions by 2:00pm
April 7, 2017	Questions and Answers posted on our website
April 17, 2017	RFP closing due date April 7, 2017

- Questions must be submitted via email to the contact person listed below. In the email subject line, type **Questions –Faculty Compensation**
- Q & A will be posted on our website: <http://htu.edu/offices/human-resources>
- Proposer shall submit, in a sealed envelope, plainly marked with the RFP Title
  1. **One (1) clearly identified hard copy ORIGINAL** of the Proposal response.
  2. **Six (6) clearly identified hard COPIES of the proposal for the evaluation team.**
- Proposals must be plainly marked with your **firm’s name** and **RFP Title**.
- Fax and or email proposal will **NOT** be accepted.

<p><b>Deliver Sealed Proposals to:</b></p> <p><b>Huston-Tillotson University</b> <b>Human Resources</b> <b>900 Chicon Street</b> <b>Austin, TX 78702</b></p>	<p><b>Contact:</b></p> <p><b>Tracy Nichols</b> <b>Director of Human Resources</b> <b>512-505-3015</b> <b>Fax:512-505-3186</b> <b><a href="mailto:tnichols@htu.edu">tnichols@htu.edu</a></b></p>
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## **Faculty Compensation Study**

### **Scope of Work:**

**Conduct a market survey of comparative institutions compensation structures. Design and propose a compensation plan and structure that is externally competitive, internally equitable, readily updated, and fiscally responsible. Make fiscally sound recommendations for implementation and conversion to the proposed compensation structure.**

### **Successful results of the Faculty Compensation Study require:**

**An analysis of existing compensation structure**

**Current market compensation data**

**A description of existing and proposed compensation philosophy**

**Design and implementation strategies for a new compensation structure**

**Compensation administration guidelines**

**Strategy to maintain the new compensation structures**

**Leading –practice benefits/work-life programs**

**Study results and recommendations are reasonable, clear and easily communicated**

### **Phase 1: Design a strategy and conduct a study to assess and analyze existing University compensation structure and policies as compared to peer institutions**

- Develop a study strategy that identifies all study methods, components, milestones and timelines
- Collect and review information about Huston-Tillotson University existing faculty positions using standard formats (e.g., review position descriptions, analyze salary and benefits data) to be included in an analysis of the existing compensation philosophy and salary structure
- Obtain relevant local, regional and national labor market data comparing the university's current faculty salaries with corresponding positions in similarly situated public and private organizations and institutions

### **Phase 2: Create a proposed compensation structure and implementation plan informed by**

- Create a market-informed compensation structure to allow the institution to successfully compete for and retain talented faculty
- Design a fiscally sound plan with clearly defined steps and timelines for implementing the proposed compensation structure. Propose fiscally sound strategies for resolving any issues (e.g., where faculty are placed in the new structure) and resolution mechanisms for resolving disagreements
- Define how compensation structure will be updated and maintained

### **Phase 3: Review and propose a benefits/work-life and leave structures**

- Review and analyze current Huston-Tillotson University benefits and leave programs/structures
- Identify widely used and leading-practice benefits/work-life at other peer higher education institutions
- Conduct a comparative analysis of Huston-Tillotson University benefits vs the marketplace



Successful results of this study will include design and implementation of new compensation structures using existing job titles, current market compensation data, compensation administration guidelines and a strategy to implement and maintain the new structures. The study results and recommendations should be clear and easily communicated. Specifically, the study results should:

- Provide Huston-Tillotson University with a solid compensation structure to compete for and retain the talent the campus needs
- Provide Huston-Tillotson University with a comprehensive and fiscally sound implementation plan for a revised compensation structure
- Help employees understand the new structures, the rationales behind them, and their placement;
- Provide flexibility to reflect differences in the market value of jobs across department;
- Identify and recommend benefits changes that help institutions attract and retain talent;
- Build credibility and confidence before and during implementation;
- Provide clarity on market-competitive pay levels in a sustainable way;
- Be efficiently implemented.
- Provide methodology for modifications and updates to meet changing market demands;

## **Contractor Experience and Consulting Expertise**

### **Experience Conducting a Study of Similar Scope of Work**

- Describe your company's experience conducting a similar study of this scope and magnitude as described in the Scope of Work.
- Provide references of a similar study of this scope and magnitude as described in the Scope of Work.

### **Expertise of Staff**

- Provide a list of the staff that would be assigned as consultants to the Huston-Tillotson University Project. Provide their resumes. Include Title/Consulting Role, Experience and Professional Credentials for each recommended staff member.
- Describe, for each consultant, their work background, credentials, experience in job title and compensation consulting, and knowledge of the higher education landscape, including the type of Higher Education institutions they have worked with in the past 5-10 years.

## **Service Model and Delivery Plan**

### **Service Model/Approach**

- Describe your company's team approach to collaborative activities with Huston-Tillotson University. Please include the following in your answer:
  - Leadership
  - Communication
  - Frequency of in-person meetings
  - Conference calls



- Training and support
- Team dynamics

### **Timeframe**

- Provide a recommended timeline and estimated duration of a project of this size and scope from start through implementation. Include each phase of the project as defined in the Scope of Work and any other phases of work your company would recommend.

### **Project Plan**

- Describe your company's approach to creating and implementing a Title and Total Compensation Study Services project.
- Describe what activities your company would be responsible for and what activities the Huston-Tillotson University would be responsible for to meet the goals of the Compensation Study.
- While the Huston-Tillotson University anticipates three phases, please describe any other phases of work your company would recommend.

### **Design study strategy**

- Describe the study design and strategy that will be used. Please describe all study methods, components, milestones and timelines.
- Describe the process your firm will utilize to define and confirm the total compensation philosophy.
- Describe the consulting resources, staff and service your company is proposing for this phase. Specifically define what your company will deliver.

### **Create compensation structure**

- Describe how your firm will obtain relevant local, regional and national labor market data to compare each department job family with corresponding positions in similarly situated private organizations and institutions.
- Describe how your firm will create market-informed compensation structures to allow Huston-Tillotson University to successfully compete for, and retain, talent.
- Describe how your firm will integrate the proposed compensation system with new title structure and resolve any issues (e.g., where employees are placed in the new structure).
- Describe how your firm will define pay guidelines for managing compensation in the new structure.
- Describe how your firm will create a design that would allow Huston-Tillotson University to develop strategies (i.e. priorities) to address compensation issues as permitted.
- Describe how your proposed compensation structure will be updated and maintained.
- Describe the consulting resources, staff and services your company is proposing for this phase. Specifically define what your company will deliver.

### **Review benefits/work-life and leave structures**

- Describe how your firm will benchmark widely used and leading-practice benefits/work-life strategies in the marketplace and at other higher education institutions.



- Describe how your firm will conduct a comparative analysis of Huston-Tillotson University benefits vs the marketplace.
- Describe the consulting resources, staff and services your company is proposing. Specifically define what your company will deliver.

### **Implement new structures**

- Describe how your firm will develop steps and timeline for implementation of new compensation and benefits system.
- Describe how your firm will create and implement resolution mechanism for resolving employee disagreements.
- Describe how your firm will train HR staff to maintain new system.
- Describe in written detail the consulting resources, staff and services your company is proposing. Specifically define what your company will deliver.

### **Conduct Formal Follow-up Reviews**

- Describe in writing the specific support, project follow-up and training your company would provide after the study is completed.
- Describe all resources that would be made available to Huston-Tillotson University for maintenance of programs implemented.
- Explain in detail the reports and reporting structures your company would implement.
- Describe how your firm will perform follow-up reviews at 6 months, 1 year, 2 years and 4 years after implementation in order to review and recalibrate structures.
- Describe in writing how your company will conduct follow-up reviews after implementation in order to review and recalibrate structures for each of the following period review requirements listed below. Explain in detail how each review will be conducted:
  - 6 months
  - Year 1
  - Year 2
  - Year 4
- Describe in written detail the consulting resources, staff and services your company is proposing. Specifically define what your company will deliver.