

# MAINE COMMUNITY COLLEGE SYSTEM



# Maine Community College System

## REQUEST FOR INFORMATION

### EMPLOYEE POSITION CLASSIFICATION SYSTEM

<b>RFI Coordinator</b>	<p><i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below.</i></p> <p><b><u>Name:</u></b> Sally Meredith <b><u>Title:</u></b> Associate General Counsel &amp; Counsel for Employee Affairs <b><u>Contact Information:</u></b> <a href="mailto:smeredith@mccs.me.edu">smeredith@mccs.me.edu</a></p>
<b>Submitted Questions Due</b>	<p><i>All questions <u>must</u> be submitted to the RFI Coordinator identified above by:</i></p> <p><b><u>Date:</u></b> August 15, 2023, no later than 5:00 p.m., ET</p>
<b>Response Submission</b>	<p><b><u>Response Deadline:</u></b> September 8, 2023, no later than 5:00 p.m., ET <b><u>Submit to:</u></b> <a href="mailto:smeredith@mccs.me.edu">smeredith@mccs.me.edu</a></p>

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**PUBLIC NOTICE**

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**Maine Community College System  
Request for Information  
Employee Position Classification Systems**

The Maine Community College System is seeking information regarding employee position classification systems. The future project will be expected to (1) review existing classification systems and job descriptions; (2) develop new/revised classification system; (3) develop communications plans and implement new/revised classification system.

The RFI can be accessed at: <https://www.mccs.me.edu/request-for-proposals/>

Responses must be submitted to: [smeredith@mccs.me.edu](mailto:smeredith@mccs.me.edu) and be submitted by 5:00 pm, ET, on 9/08/2023.

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## **RFI DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

1. **[The] Colleges:** the seven colleges which comprise the Maine Community College System
2. **FOAA:** Maine Freedom of Access Act
3. **MCCS:** The Maine Community College System
4. **Respondent:** Any individual or organization submitting a response to this RFI.
5. **RFI:** Request for Information
6. **RFP:** Request for Proposal

# Maine Community College System Employee Position Classification System

## PART I INTRODUCTION

### A. Purpose and Background

This Request for Information (“RFI”) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The Maine Community College System (“MCCS”) is seeking information regarding an employee position classification system from interested parties as defined in this RFI document. This is an opportunity for interested parties to help MCCS better understand a marketplace and/or specific subject matter.

MCCS, a public instrumentality of the State of Maine, is looking for a suitable replacement or revision for two legacy systems. There are seven colleges, with approximately 2,000 full- and part-time employees. For at least the last 30 years, confidential and professional employees have been classified using the Palmer System, while supervisory and support employees have been classified using the Thorton & Associates System.

MCCS currently plans to initiate work on a classification system for full- and part-time staff, exclusive of the instructional faculty, within the next 24 months. To prepare, it seeks information to prepare a Request for Proposals (“RFP”) regarding an approach to (1) the review of existing classification systems; (2) the development of a single, integrated position classification system; and (3) the implementation of said developed classification system.

### B. General Provisions

1. All contact with MCCS regarding this RFI must be made through the aforementioned RFI Coordinator. No other employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit MCCS to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by MCCS.
5. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.). <http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
6. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Respondent’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## PART II INFORMATION SOUGHT

MCCS seeks information regarding employee position classification systems and welcomes responses to this RFI and creative suggestions and feedback to enhance and expedite a future process while providing an objective, efficient, and reliable system.

MCCS seeks detailed yet succinct responses that demonstrate the Respondent's experience and familiarity with the subject matter. **As this is not a competitive RFP process, Respondents should not provide any specific cost or customized pricing documentation in their response.**

1. What is new or works incredibly well on the market today for an employee position classification system that works across an entire enterprise?
2. What special considerations should be made for a public institution of higher education?
3. What is a reasonable timeline from engagement through implementation?
4. What is a reasonable cost for engagement through implementation?
5. What is a reasonable cost for annual support, maintenance and training?
6. Does annual maintenance typically include market surveys?
7. What is the ease of integrating a new employee position classification system into an existing HRIS?
8. What would be a reasonable timeline for engaging unions and other stakeholders?
9. What has been an unexpected hurdle in developing a new employee position classification system?
10. What has been an unexpected hurdle in revising an existing employee position classification system?
11. Describe approaches to using a single approach to an employee position classification system and pay scale integration project.
12. Describe approaches to using a phased approach to an employee position classification system and pay scale integration project.
13. Please provide three to five organizations that are currently utilizing successful employee position classification systems. Please include contact information (name, location, starting date of service, email, phone). The references must be relevant to service performed in the last 36 months.
14. Please provide a brief description of current products, including the reporting capabilities, that may meet the needs of this RFI, noting if any 3<sup>rd</sup> party vendors provide any support for the module(s).

An excel file is attached to address answers to all questions.

## **PART III KEY RFI EVENTS**

### **A. Questions**

#### **1. General Instructions**

- a. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
- b. Interested parties should use **Appendix B** – Submitted Questions Form – for submission of questions.
- c. The Submitted Questions Form must be submitted by e-mail and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
- d. Submitted Questions must include the RFI Number and Title in the subject line of the e-mail. MCCS assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

#### **2. Question & Answer Summary**

Responses to all questions will be compiled in writing and posted on the following website:

<https://www.mccs.me.edu/request-for-proposals/>

It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

### **B. Submitting the Response**

#### **1. Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

#### **2. Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

## **PART IV SUBMISSION REQUIREMENTS**

This section contains instructions for Respondents to use in preparing their responses. It is requested that all responses follow the outline suggested below, including the numbering, section and sub-section headings as they appear here. MCCS seeks detailed yet succinct responses that demonstrate the Respondent's experience and familiarity with the subject matter. **As this is not a competitive RFP process, Respondents should not provide any specific cost or customized pricing documentation in their response.**

### **A. Response Format**

1. For clarity, the response should be typed or printed.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative through to the end, including all forms and attachments. For clarity, the Respondent's name should appear on every page, including Attachments. Each Attachment should reference the section or subsection number to which it corresponds.
3. Respondents are asked to be brief and to respond to each question and instruction listed in the "Submission Requirements" section of this RFI. Number each response to correspond to the relevant question or instruction of the RFI.
4. Include any forms provided in the package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFI.
5. Please provide all information requested in the RFI package at the time of submission.

### **B. Response Contents**

#### **Section I. Organization**

1. Complete **Appendix A** (provided as an Appendix to this RFI)
2. Provide Respondent's location(s)
3. Provide a brief description of Respondent's main services
4. Provide a brief description of years in business
5. Provide a description of the management structure
6. Describe any licensure required for any services described in the "Information Sought" section.
7. Provide clients that are using comparable services (including contact information).
8. Describe skills pertinent to the specific work described in the RFI.

#### **Section II. Response to Information Sought**

Discuss the "Information Sought" section referenced above in Part II of this RFI and what the Respondent offers related to the goods and/or services described. Please respond to all questions in this section and give particular attention to describing the methods and resources necessary to accomplish the tasks involved. Respondents are also encouraged to share their knowledge and/or insight of the marketplace and of the specific goods and/or services in general for which information is being sought.



### **Section III. Required Attachments**

The following documents should be included per submitted response in the order as numbered below:

- a. Response Cover Page (**Appendix A**)
- b. Excel Spreadsheet (**Appendix C**)
- c. Brief description of how your organization meets the needs of this RFI.

## **PART V REVIEW OF RESPONSES RECEIVED**

### **General Information**

1. MCCA will review responses received for the purpose of gathering information and market research. MCCA will not score or rate responses received.
2. MCCA reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received.

**PART VI LIST OF RFI APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Response Cover Page
2. Appendix B – Submitted Questions Form
3. Appendix C – Response Spreadsheet

**APPENDIX A**

**MAINE COMMUNITY COLLEGE SYSTEM  
RESPONSE COVER PAGE**

**Request for information  
Employee Position Classification System**

<b>Lead Point of Contact - Name/Title:</b>			
<b>Organization Name (if applicable):</b>			
<b>Tel:</b>		<b>Fax:</b>	
<b>E-Mail:</b>		<b>Website (if applicable):</b>	
<b>Street Address:</b>			
<b>City/State/Zip:</b>			

1. Provide Respondent's location(s)
2. Provide a brief description of Respondent's main services
3. Provide a brief description of years in business
4. Provide a description of the management structure
5. Describe any licensure required for any services described in the "Information Sought" section.
6. Provide clients that are using comparable services (including contact information).
7. Describe skills pertinent to the specific work described in the RFI.



**APPENDIX C**

**MAINE COMMUNITY COLLEGE SYSTEM  
RESPONSE SPREADSHEET**

**Request for information  
Employee Position Classification System**

Double click the icon in order to access the spreadsheet.



Response  
Spreadsheet.xlsx