



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS **RFP 01032024SD HR Market Data Analysis**

1. Will the district be making a Single or Multiple award?

Answer: A single award will be made.

2. What is the company size based on FTE?

Answer: We have 12,303 Filled FTE and 2,305 Unfilled FTE's.

3. Are we required to hold a Shelby County Business License given that we do not have an office/location within TN since we are a fully remote SaaS organization?

Answer: No – As long as you have a license in your headquarters state of business.

If required, the license application is asking for a local TN address. What address should we list?

Answer: N/A

4. We are a fully remote SaaS organization with no physical office in TN or on the East Coast. Would there be any possibility you'd accept an electronic submission over physical?

Answer: All bids must be sent in a sealed envelope. They can be hand-delivered by a person and/or carrier. They can be mailed via mail carrier (USPS, UPS, FedEx, DHL, etc.) It is the responsibility of the respondent to ensure that the delivery will meet the bid/proposal deadline. Any package received after the deadline will be returned unopened.

5. The current product in the PayScale renewal does not include Total Reward Statements (TRS) but it is noted in the RFP. Could you please confirm that TRS should be included in our response?

Answer: Yes – MSCS is looking to develop a TR Statement in the future and wants to seek the opportunity to determine the modules in the space.

6. How does MSCS currently manage and analyze data from their compensation surveys?

Answer: Currently we use various tools by researching various websites and solicitations from similar organizations

7. How many compensation surveys does MSCS purchase/participate in?

Answer: We have not purchased any. We have participated in various surveys that offer free results.

8. Which surveys does MSCS subscribe to?

Answer: None currently.

9. How frequently does MSCS conduct a market pricing review? (ex. Annually, Semi-Annually, etc.)

Answer: Annually – It depends on the market situation.

10. Are there specific positions, job functions where MSCS struggles to find rich and/or accurate market data?

Answer: We need more accurate data on K-12 organizations.

11. Which, if any, groups of MSCS employees are members of labor unions?

Answer: Teachers and some clerical staff.

12. What does MSCS's survey participation process look like today?

Answer: We participated in some solicitation surveys and ask for the results after completion.

13. Which compensation management system(s) is MSCS currently using (if any)?

Answer: We previously have PayScale Market Tool.

14. Aside from MSCS's current compensation system, do any of the stakeholders from MSCS have experience with similar survey and/or compensation management systems? If so, which tools are you familiar with?

Answer: PayScale and Salary.com.

15. Are there specific aspects of your current compensation process/systems that prompted you to seek alternatives?

Answer: This is our renewal contract period.

16. Please grade the below functionalities from 1-5. 5 being a high priority for this project, and 1 being outside the current scope.

Answer:

- a. Improving the process of managing compensation surveys, job matches, and market composites - 5.
- b. Automating the process of building/modeling/updating salary structures -5.
- c. Developing tailored reporting, analysis, and visualizations – 5.
- d. Granting tailored access to compensation insights for various internal stakeholders – 3.
- e. Finding additional sources of compensation market data – 5.
- f. Integrating seamlessly with your current HRIS and/or HCM system – 5.
- g. Participating in compensation surveys – 5.

- h. Managing job descriptions in a central solution – 5.**
 - i. Analyzing internal pay equity and modeling remediation – 5.**
 - j. Managing the compensation planning cycle – 4.**
 - k. Developing total rewards statements for employees – 4.**
- 17. Would MSCS like to load historical composite/survey data?**
Answer: We do not currently.
If this is the case, how many years of historical data would MSCS like to load?
Answer: Do not currently.
- 18. Which HRIS/HCM does MSCS utilize today?**
Answer: APECS
- 19. Would MSCS like to integrate with any internal systems, and if so, what information would be shared between platforms?**
Answer: Employee demographics and salary structures
- 20. Regardless of the selected vendor, would MSCS be open to sharing feedback with Salary.com as to the key factors in your decision, and in which areas we surpassed or lagged the other vendors in consideration?**
Answer: MSCS is fully transparent in the bid/RFP process. We will gladly provide information back to the requestor. This goes through open records.
- 21. What alternative solutions/vendors are you considering?**
Answer: Vendors that can meet our specifications in this RFP.
- 22. Does MSCS have a library of job descriptions today?**
Answer: Yes, however, it is located on our shared drive.
- 23. Does MSCS have a standard job description template?**
Answer: Yes, however, we can modify this template if we can get our JD viewable to our employees.
- 24. How are job descriptions stored and managed currently?**
Answer: Managed and stored on an internal shared drive for staff members only.
- 25. Are there any specific issues with your current job description process that you are interested in solving with a solution?**
Answer: A better management process of updating existing job descriptions.

Thank you, Procurement Services