



104 Anderson Hall
Gorham, ME 04038

Main: 207-780-5207
www.maine.edu

**REQUEST FOR PROPOSALS RFP # 9-16
SECCP
University of Maine System
ADDENDUM #1**

The University of Maine

This addendum responds to questions submitted by participants. Questions are in bold, responses are in italics.

University of Maine
at Augusta

1. **What communication channels do you typically use/have available to directly reach employees, supervisors and managers?** *Various email lists depending on the intended audience*

University of Maine
at Farmington

2. **Can you confirm that non-exempt roles are excluded from this project?** *Yes, we may need help with non-exempt roles immediately following this effort, but it will be a separate project/RFP*

University of Maine
at Fort Kent

University of Maine
at Machias

3. **How many unique exempt job classifications/titles currently exist?** *Approximately 900*

University of Maine
at Presque Isle

4. **How many unique executive job classifications currently exist?** *All of them (70)*

University of
Southern Maine

5. **Has this type of study been performed by your organization in the past? When and by whom?** *The current Salaried Employees Classification and Compensation Program was created in 2003. The University worked with a consultant not affiliated with a firm*

6. **What is the timeframe for this project?** *UMS is estimating 4-6 months, but if we can get it done quicker, all the better.*

7. **What is the budget for this project?** *No specific budget has been established. The budget requested will depend on the results of the RFP*

8. **Elaborate on the p.7 comment "initial work will focus on the Information Technology Dept"** *UMS will be focusing on the 140 IT jobs first. We are updating the JD's/titles now in preparation for this work and are looking for help developing a separate comp structure for IT.*

9. **Will the university's Board have any involvement in the study? Is there a Comp Committee that oversees executive comp?** *The Board has appointed a liaison that will work with us when we get to the executive comp portion of the project*

10. **Do executive positions receive benefits above and beyond those provided to the rest of employees?** *Core benefits are the same except for presidents and the Chancellor who receive minor retirement contributions, auto allowances and housing.*

11. **Why is the project being initiated at this time?** *UMS consolidated its 7 campuses to a system 2 years ago. HR developed "centers of excellence" (compensation being one of them) and initiated an RFP process for this work, but the RFP was put on hold due to leadership changes. I was hired as Director of Comp for the system, started last month and we have revived the RFP to overhaul our antiquated structure.*
12. **Is this study inclusive of faculty, executives, administrators and staff?** *No faculty or hourly employees are part of this project*
13. **Regarding the 70 executive positions, do you anticipate looking at pay vehicles beyond base salary?** *Absolutely*
14. **Clarify who will be responsible for a crosswalk to related current classifications?** *The selected Contractor. UMS staff will provide some assistance.*
15. **Share the excel version of Appendix B, Exhibit 1 (table 2)** *Attached*

Gregg N. Allen

Gregg N. Allen
University of Maine System
Sourcing Manager

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