

**REQUEST FOR INFORMATION  
COMPREHENSIVE HUMAN RESOURCES INITIATIVES  
REQUEST FOR INFORMATION (RFI) NO. 15010**

**Response to Vendor Inquiries  
Appendix C**

- 1. Several of the deliverables reference “recommendations for process and deliverables necessary to” – does the Commission wish to consider industry best practices even if they are in conflict with legislative regulations?**

Yes. When specific language in Senate Bill 330 is in conflict with industry best practices, consultants are to make proposals based on industry best practice and clearly indicate the discrepancy between legislative language and best practice.

- 2. The RFI mentions that compliance with the projects are overseen by the Vice Chancellor’s Office and the Compensation Planning and Review Committee. There is also a Job Classification Committee. Which group will be governing the work of the consultant?**

The Vice Chancellor for Human Resources (VCHR) will manage the project on behalf of the Commission and Council. The Compensation Planning and Review Committee(CPRC) is charged with overseeing the five- year market study. Therefore, members of the CPRC will participate in conjunction with the VCHR in the entire process. The consultant may be required to meet with the Job Classification Committee with regard to methodology validation or recommendations to change or modify the method used for development of a job worth hierarchy.

- 3. Who/what entity will be reviewing the work product?**

The work product will be reviewed by the Vice Chancellor for Human Resources, senior staff of the Commission /Council , and the Compensation Planning and Review Committee. In our efforts to implement and maintain a fair, accountable, credible and transparent system (FACTS), the work product will be shared with the Job Classification Committee, the Advisory Council of Classified Employees, the Advisory Council of Faculty, the Chief Human Resources Officers, the President’s Councils for the Commission and the Council, and the Legislative Oversight Commission on Education Accountability (LOCEA).

- 4. Who/what entity(ies) will need to approve the consultant recommendations prior to implementation?**

Final approval for implementation will rest with the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education.

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- 5. Will the consultant have direct access to individual institutions for information gathering, input and discussion or will this need to be filtered through the governing entity (this could impact timing and scope of work)?**

Direct access to institutions will be allowed for information gathering, input and discussion. The consultant must keep the VCHR informed of discussions and any issues identified during the meetings.

- 6. Any current/pending legislative changes to SB330 that will impact this project?**

There are no pending legislative changes to Senate Bill 330.

- 7. What are the expectations, if any, for Consultants role in the annual adjustments phase?**

The Commission and Council expect that one outcome of this process will be the purchase of an on-line service or system designed to maintain the classification and compensation program. Annual reviews should be set up for completion by Commission staff using the service or software system. Consultants may be called upon for technical support during the process.

- 8. Are there critical meeting dates of the Commission or Legislature that are important for the consultant to know to assist in the efficient delivery of its work? What is the anticipated time frame for completing the work?**

The timeframe will be established based on the recommendations from the consultant. However, consultants are reminded that Senate Bill 330 was passed in 2011 and implementation of all aspects of the bill are of primary importance to the Commission and Council, as well as to LOCEA. All timeline estimates and recommendations should be made with the least amount of time necessary to do credible work and maintain open communications with constituents.

The meeting Schedule for the West Virginia Higher Education Policy Commission can be found using this [link](#). Or by pasting this web address in your browser: <http://www.wvhepc.com/inside-the-commission/meetings/>

The meeting Schedule for the West Virginia Council for Community and Technical College Education can be found using this [link](#). Or by pasting this web address in your browser: <http://wvctcs.org/index.php/2013-06-28-14-24-12>

Legislative Interim Committee Meetings are held monthly except during the Legislative Session. The Interim Committee schedule can be found using this [link](#). Or by pasting this web address in your browser: <http://www.legis.state.wv.us/committees/interims/interims.cfm>

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**9. Do each of the member institutions currently have institutional pay philosophies?**

No. Each institution is required to have a "Salary Policy" which may contain some form of a pay philosophy.

**10. Do each of the member institutions currently have updated strategic plans and mission statements?**

Yes. Each institution is required to develop and submit their Compact and Master Plan to the Commission and the Council. Regular review of institutional Mission and Vision Statements are required for reaccreditation by the Higher Learning Commission.

**11. Approximately what percent of the non-classified employees and faculty do not have job descriptions? Will the consultant be developing job descriptions for the non-classified positions and/or faculty-equivalent positions as part of their scope of work?**

Approximately 10% of the nonclassified employees and approximately 15% of the faculty employees do not have job descriptions. However, there may be position announcements containing detail about the positions.

The Commission and Council expect to request that the consultant develop job descriptions for non-classified positions and for faculty equivalent positions as part of their scope of work. However, human resources professionals are available on campus to provide support for information gathering.

Additionally, there are no job specifications/job descriptions on file for approximately 16% of the 697 classified titles. The consultant will be asked to draft job specifications for the classified category of employees as well. Support for the effort will be provided by human resources professionals at each campus.