

MAINE COMMUNITY COLLEGE SYSTEM



Maine Community College System

REQUEST FOR PROPOSALS

EMPLOYEE JOB CLASSIFICATION SYSTEM

RFP Coordinator	<p><i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p>Name: Sally Meredith Title: Associate General Counsel Contact Information: smeredith@mccs.me.edu</p>
Questions Submission	<p><i>All questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i></p> <p>Date: September 15, 2024, no later than 5:00 p.m., ET</p>
Proposal Submission	<p><i>All proposals must be received by:</i></p> <p>Proposal Deadline: November 1, 2024, no later than 5:00 p.m., ET</p> <p><i>Proposals must be submitted electronically to:</i></p> <p>Submit to: smeredith@mccs.me.edu</p>

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PUBLIC NOTICE

**Maine Community College System
Request for Proposal
Employee Job Classification Systems**

The Maine Community College System seeks proposals for an employee job classification system. The project will (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 RFP can be accessed at: <https://www.mccs.me.edu/request-for-proposals/>

Responses must be submitted to: smeredith@mccs.me.edu and be submitted by 5:00 pm, ET, November 1, 2024.

The Maine Community College System has seven colleges and nine campuses in Maine and serves more than 30,000 students a year through two-year associate degree and one-year certificate programs, short-term workforce training, early college programs, advanced certificates, and other learning opportunities.

It is the state’s public two-year college system offering nearly 300 career and transfer programs, a robust short-term workforce training program, advanced credentials, and stackable pathways to one-year certificates and two-year degrees. It has a large early college program that serves high school students, and 80 percent of degree-seeking students are enrolled in career and occupational programs. The mission of MCCS is to provide associate degree, diploma and certificate programs directed at the educational, career and technical needs of the State’s citizens and the workforce needs of the State’s employers. The primary goals of the System are to create an educated, skilled and adaptable labor force that is responsive to the changing needs of the economy of the State and to promote local, regional and statewide economic development.

RFP DEFINITIONS/ACRONYMS

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

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 RFP.
5. **RFP:** Request for Proposal

Maine Community College System Employee Position Classification System

PART I INTRODUCTION

A. Purpose and Background

The Maine Community College System (“MCCS”), a public instrumentality of the State of Maine, is seeking a suitable replacement or revision for two legacy employee job classification systems (“EJCS”; “EJCS project”). MCCS has eight business units, seven colleges and a System Office, with approximately 2,000 full- and part-time employees. For at least the last 30 years, confidential and professional positions have been classified using the Palmer System, while supervisory and support positions have been classified using the Thorton & Associates System. Professional, supervisory, and support personnel are represented, respectively, by three collective bargaining units.

MCCS currently plans to initiate work on a unified classification system for full- and part-time staff, exclusive of the instructional faculty, within the next 24 months. It seeks proposals 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.

MCCS currently utilizes Paycom for managing the hiring process, payroll and benefits administration; and producing myriad Human Resources and Financial reports.

B. Project Goals and Outcomes

MCCS has outlined the following goals and outcomes for the EJCS project.

1. Goals

With teams identified by MCCS including stakeholder representatives:

- a. Develop communications plan to describe each component of the EJCS project and where greater community involvement will occur.
- b. Conduct thorough review of existing job descriptions, identifying opportunities for uniformity among like positions. Revise, as necessary, outdated job descriptions.
- c. Review and update/create new employee job classification rating matrix. Provide clear explanations for each rating element, and examples of how the rating matrix is utilized across disparate positions. Explanations for how the rating matrix accounts for jobs that might involve budgetary authority and jobs that might include little to no independent problem solving or judgments.
- d. Implement revised/new rating matrix, job descriptions, templates, and other supporting materials. Integrate into Paycom for an automated, seamless process from completing the paperwork to approvals to notices to employees, their supervisors, the appropriate HR, and President.

2. Outcomes

The resulting product will:

- a. Provide a clear framework for rating various employee positions.

- i. Including how variations in responsibilities, skills, education, budget management and other factors may impact a job rating.
- b. Provide linkage between roles, families, titles, and career progression.
- c. Be automated, thus reducing paperwork and inefficiencies.
- d. Integrate with existing HRIS.

C. General Provisions

1. All contact with MCCS regarding this RFP must be made through the aforementioned RFP Coordinator. No other employee is empowered to make binding statements regarding this RFP.
2. Issuance of the RFP does not commit MCCS to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All responses should adhere to the instructions and format requests outlined in this RFP and all written supplements and amendments, such as the Summary of Questions and Answers, issued by MCCS.
4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, MCCS will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal MCCS information of previous contract history with the Bidder (if any). MCCS also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained herein will remain valid and binding for a period of 120 days from the bid closing date and time.
6. The RFP and the awarded Bidder's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by MCCS.
7. MCCS, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
8. All proposals in response to this RFP 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>
9. 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.
10. Proposals that do not include a signed, acknowledged, Notice to Vendors and Bidders, will not be evaluated.

PART II SCOPE OF SERVICES TO BE PROVIDED

MCCS seeks bids to develop and implement an employee job classification system and welcomes responses to this RFP to establish an equitable, objective, efficient, and consistent means of rating positions.

1. Review of existing classification systems:
 - a. Including current job descriptions
 - b. Proving analysis of similarly situated positions, titles, or tasks

2. Development of a single, integrated position classification system:
 - a. establishing job roles, job levels, job functions, and job families
 - b. establishing framework for evaluating and scoring
 - i. scope of position
 - ii. key responsibilities of position, including
 - A. managing others
 - B. managing budgets
 - C. managing risks
 - D. specific duties
 - iii. required knowledge
 - iv. required skills
 - v. required problem solving
 - vi. required interactions internally and externally
 - vii. accountability
 - c. establishing unified job descriptions based on job functions
 - d. establishing unified job description questionnaires
 - e. advising integration with Paycom for system-driven workflows
 - f. including custom and customizable reporting

3. Implementation of said developed classification system:
 - a. Establishing and delivering training for personnel
 - b. Delivering support for one year after implementation

PART III KEY RFP EVENTS

A. Questions

1. General Instructions

- a. It is the responsibility of each interested party to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
- b. Interested parties should use **Appendix A – Submitted Questions Form** – for submission of questions.
- c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
- d. Submitted Questions must include the RFP 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 specified on the cover page of this RFP document and listed above in the public notice.

2. Delivery Instructions

Responses must be submitted via email to the RFP Coordinator listed on the cover page of this RFP 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.

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 RFP. Number each response to correspond to the relevant question or instruction of the RFP.
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 RFP.
5. Please provide all information requested in the RFP package at the time of submission.

B. Response Contents

Section I. Cover Page and Overview of the Organization

1. Complete **Appendix B** (provided in the appendices of this RFP)

Section II. Organizational Qualifications and Experience

1. Complete **Appendix C** (provided in the appendices of this RFP), including:
 - a. Provide an overview of organization's experience, highlighting experience within the public higher education section, and clients of similar size and scope to MCCS.
 - b. Identify experience working with a higher education system with multiple colleges/universities in addition to a system office.
 - c. Identify experience working with higher education clients with represented employees, with a focus on multiple bargaining units.
 - d. Identify experience working with higher education clients to replace an existing EPCS.

Section III. Services Proposal

1. Complete **Appendix D** (provided in the appendices of this RFP).
 - a. Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved.
 - b. Provide detailed description of all the work required to successfully complete the project, including proposed project approach, discrete project tasks, and any implementation assumptions.
 - c. Provide a realistic work plan for the implementation of project.

- d. Describe staffing plan including Bidder project team. List other resources Bidder could bring to bear on project.

Section IV. Cost Proposal

1. Complete **Appendix E** (provided in the appendices of this RFP).

Section V. Acknowledge Notice to Vendors and Bidders

1. Complete **Appendix F** (provided in the appendices of this RFP).

C. Required Response Documents

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

1. Completed Response Cover Page and Overview of the Organization (**Appendix B**)
2. Completed Organizational Qualifications and Experience Template (**Appendix C**)
3. Completed Services Proposal Template (**Appendix D**)
4. Completed Cost Proposal Template (**Appendix E**)
5. Signed, Acknowledged Notice to Vendors and Bidders (**Appendix F**)

PART V REVIEW OF RESPONSES RECEIVED

1. General Information

- a. The evaluation team, comprised of stakeholders, will review the proposals. Each member of the team will evaluate the merits of the proposals based on the information set forth in this RPF.
- b. M CCS reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. M CCS may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation and therefore, Bidders shall submit proposals that include the requested information as clearly and completely as possible.
- c. All Bidders are expected to provide their best value pricing with the submission of their proposal.

2. Scoring Weight

- a. The score will be based on 100- point scale and will measure the degree to which each proposal meets the following criteria.
 - i. Organizational Qualifications and Experience – 25%
 - ii. Services Proposal – 45%
 - iii. Cost Proposal – 30%

3. Selection and Award

- a. The final decision regarding the award will be made by M CCS.
- b. Notification of conditional award selection or non-selection will be made in writing by M CCS.
- c. Issuance of the RPF in no way constitutes a commitment by M CCS to award a contract, to pay costs incurred in the preparation of a response to the RFP, to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
- d. M CCS reserves the right to reject any and all proposals or to make multiple awards.

4. Appeal of Contract Awards

Any person aggrieved by the award decisions the results from the RFP may appeal the decision to the RFP Coordinator. The appeal shall be in writing and filed within 15 calendars days of receipt of notification of conditional contract award.

PART VI LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – Submitted Questions Form
2. Appendix B – Cover Page and Overview of Organization Template
3. Appendix C – Organizational Qualifications and Experience Template
4. Appendix D – Services Proposal Template
5. Appendix E – Cost Proposal Template
6. Appendix F – Notice to Vendors and Bidders

APPENDIX A

**MAINE COMMUNITY COLLEGE SYSTEM
SUBMITTED QUESTIONS FORM**

**Request for Proposal
Employee Job Classification System**

Organization/Responder's Name:	
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RFP Section & Page Number	Question

* If a question is not related to any section of the RFP, state "N/A" under "RFP Section & Page Number".
** Add additional columns, if necessary.

APPENDIX B

**MAINE COMMUNITY COLLEGE SYSTEM
COVER PAGE AND OVERVIEW OF ORGANIZATION**

**Request for Proposals
Employee Job Classification System**

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

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

APPENDIX C

**MAINE COMMUNITY COLLEGE SYSTEM
ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE**

**Request for Proposal
Employee Job Classification System**

Lead Point of Contact - Name/Title:	
Organization Name (if applicable):	
Email:	
Website:	

1. Provide an overview of the Organization’s experience, highlighting experience within the public higher education section, and clients of similar size and scope to M CCS.
2. Identify experience working with a higher education system with multiple colleges/universities in addition to a system office.
3. Identify experience working with higher education clients with represented employees, with a focus on multiple bargaining units.
4. Identify experience working with higher education clients to replace an existing EJCS.
5. Describe any licensure required for any services described in the “Scope of Services to be Provided” section.
6. Provide references that are using comparable services (including contact information).
7. Describe skills pertinent to the specific work described in the RPF.

APPENDIX D

**MAINE COMMUNITY COLLEGE SYSTEM
SERVICES PROPOSAL**

**Request for Proposal
Employee Job Classification System**

Lead Point of Contact - Name/Title:	
Organization Name (if applicable):	
Email:	
Website:	

Please provide detailed information responsive to the Organization’s approach to the scope of the project

1. Review of existing classification systems:
 - a. Including current job descriptions
 - b. Proving analysis of similarly situated positions, titles, or tasks

2. Development of a single, integrated job classification system:
 - a. Establishing job roles, job levels, job functions, and job families
 - b. Establishing framework for evaluating and scoring, including:
 - a. Scope of position
 - b. Key responsibilities of job, including
 - i. managing others
 - ii. managing budgets
 - iii. managing risks
 - iv. specific duties
 - c. Required knowledge
 - d. Required skills
 - e. Required problem solving
 - f. Required interactions internally and externally
 - g. Accountability
 - c. Establishing unified job descriptions based on job functions
 - d. Establishing unified job description questionnaires
 - e. Advising integration with Paycom for system-driven workflows
 - f. Including custom and customizable reporting

- 3 Implementation of said developed classification system:
 - a. Establishing and delivering training for personnel
 - b. Delivering support for one year after implementation

APPENDIX E

**MAINE COMMUNITY COLLEGE SYSTEM
COST PROPOSAL**

**Request for Proposal
Employee Job Classification System**

Lead Point of Contact - Name/Title:	
Organization Name (if applicable):	
Email:	
Website:	

Please provide a detailed cost proposal for each of the three phases of the EJCS project, as outlined:

1. Review of existing classification systems
2. Development of a single, integrated job classification system
3. Implementation of said developed classification system

If pricing is based on any units, such employees, business units, job descriptions, please clearly delineate the cost per unit.

APPENDIX F

NOTICE TO VENDORS AND BIDDERS: STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS**

DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda;
and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

Bidder Acknowledgement: _____