Answers to Submitted Questions

EMPLOYEE JOB CLASSIFICATION SYSTEM

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

1. **Can MCCS provide a copy of the legacy classification Systems?**
    a. Yes, MCCS can provide copies of the Palmer and Thorton evaluation methods, respectively.

2. **How many unique job titles are included in the scope?**
    a. There are 366 current unique job titles. Some of the titles, likely are for similar roles, but carry unique titles.

3. **What is the current total of staff employees and the number of job titles for in scope positions in the classification study for the following categories: Regular FT; Regular PT; Departmental Administrators/Managers**
    a. There are 552 Regular FT; there are 22 Regular PT; There are 401 Departmental Administrators/Managers.

4. **What is the current state of job descriptions? How would you describe their completeness and accuracy?**
    a. The job descriptions are updated irregularly on an as-needed basis. The job descriptions are maintained in an Access database.

5. **Is the College looking for a new approach to classification or minor updates to the current approach? Does the College currently utilize a point factor system?**
    a. MCCS seeks a new approach as the current evaluation systems utilized are outdated. Yes, both the Palmer and Thorton evaluations use a point method.

6. **What challenges are you experiencing with the current classification system?**
    a. The current methods do not align with the roles and expectations for today's workforce.

7. **Are you seeking the consultant to develop draft job descriptions as a result of the update or would the College lead that task?**
    a. Yes, MCCS would look to the consultant to develop draft job descriptions.

8. **Does MCCS require the consultant to update salary structures?**
    a. No, MCCS is not updating the salary structures at this time.

9. **Is MCCS' vision of training focused on the education of the new job classification structure of the Paycom System/workflows and how to use it?**
    a. MCCS would require training on both the framework of the new classification structure and how to use the structure.

10. **Which staff populations, excluding instructional faculty, are unionized? Please provide the names of the unions and types of positions covered under each union.**
    a. Maine State Employees Association Support Unit – administrative support, facilities and custodial, business office staff, IT support services, safety, and security, etc.; Maine State Employees Association Supervisory Unit – facilities directors, business office managers, safety, and security managers, etc.; American Federation of State, County, and Municipal Employees – dining services; Maine Education Association Administrator Unit – mid-level managers; Confidential (non-represented) – senior leadership and unique role implementing and managing policies.

11. **Will union representatives be among the stakeholders engaged in the process?**
    a. Yes.

12. **What role will each of the unions have in the process? Will the unions be providing input or approving the new classification program (job evaluation factors and approaches) including the job roles, job levels, job functions, job families, job descriptions?**
    a. The bargaining units will have representation on the selection team and will provide input throughout the process. MEA Administrator collective bargaining agreement requires ratification of the revised system through negotiation.

13. **What level of engagement is the vendor expected to have with the unions, if at all?**
    a. MCCS anticipates little direct engagement between the consultant and the units.

14. **Please describe the level of work expected from Paycom? For example, will Paycom be doing the integration work for the system-driven workflows once designed and defined? What options will Paycom provide for support if MCCS purchases this software product which is intended to work with Paycom and will this be covered as part of our ongoing contract services with Paycom?**
    a. For both API Paycom would create the credentials and would deliver the keys to MCCS. MCCS would be responsible for building the integration between Paycom and the 3rd party. With SFTP Paycom creates the credentials to access the Paycom SFTP server and MCCS would be responsible for building the connection between the Paycom SFTP server and the 3rd party system.

15. **Can Paycom accept an excel file for data conversion/implementation purposes? If not, what type of data conversion file/information can Paycom accept? While I am aware Paycom offers the ability for MCCS to upload an Excel file for data updates,**

is Paycom able to accept an Excel file to assist in implementing this potential software product?

    a. Imports need to be a .CSV file, this is an option in excel when saving files. For automated imports via SFTP the only import options are Labor Allocations, Payroll, Payroll Deductions, and Timecard data.

16. **Does Paycom have a layout they prefer or can Paycom take in a file based on a 3rd party's layout? Will that implementation file have a required template or design?**

    a. Yes, there is a specific template for each of the above import types. Paycom can assist develop converters to assist with imports that may not match the template exactly.

17. **Does Paycom have an implementation resource or team that can represent Paycom requirements, conversion, and testing?**

    a. Paycom does not have a professional services team who can assist in the development of the integration itself.

18. **Can Paycom's current configuration house and report on job classification components (titles, title codes, etc.)?**

    a. Yes.