

## ADDENDUM NUMBER TWO

### THE UNIVERSITY OF NEW MEXICO HOSPITALS

Purchasing Department  
933 Bradbury Dr. SE Ste 3165  
Albuquerque, New Mexico 87106

**Date:** February 20, 2018

**Proposal Number:** P383-18

**Name of Procurement Specialist:** Tarah Santana

**Due Date:** February 26, 2018 @ 3:00 pm MDT

#### **Notice to all respondents:**

**Amend the Proposal:** RFP P383-18 – COMPENSATION CONSULTANT SERVICES

This **addendum** becomes part of the Proposal Documents and **modifies**, as noted below, the original Bidding Documents.

**NOTE: The due date is February 26, 2018 @ 3:00 pm MDT.**

**Question 1:** How many unique job titles will be included in the evaluation of classification/pay band structure?

**UNMH Response to Question:** Approximately 908 job titles

**UNM SRMC Response to Question:** Approximately 129 job titles

**UNMMG Response to Question:** Approximately 480 job titles

**Question 2:** How many job groups or job families will be included in the study?

**UNMH Response to Question:** UNMH has 2 collective bargained structures; General pay plan, and Management pay plan

**UNM SRMC Response to Question:** 45

**UNMMG Response to Question:** One pay plan

**Question 3:** Of the job titles included in the study, approximately how many are considered to be “executives?”

**UNMH Response to Question:** Approximately 50

**UNM SRMC Response to Question:** 3

**UNMMG Response to Question:** 25

**Question 4:** Does the entities have annual or long-term incentives? If so, who is eligible to participate? Would you please provide a high level outline of the plans?

**UNMH Response to Question:** UNMH will not provide this information at this time.

**UNM SRMC Response to Question:** SRMC has incentive bonus for managers, directors and executives only.

**UNMMG Response to Question:** UNMMG; yes, but not part of RFP process.

**Question 5:** How many separate pay band structures or salary structures are in place for the studied population? Do each Entity have separate pay band structure(s)? Do the clinics and/or pharmacies have a separate pay band structure(s)?

**UNMH Response to Question:** see above responses. Consider UNM Hospitals as one entity

**UNM SRMC Response to Question:** SRMC has two pay band structures; 1. Non-Supervisory Wage Scale Comparison 2. Exempt Wage Scale

**UNMMG Response to Question:** UNMMMG is one entity

**Question 6:** Are employed physicians in UNMMG included in the study? Is physician leadership included in the study?

**Response to Question:** Yes, approximately 6 physicians

**Question 7:** Are bargaining unit positions included in the study?

**UNMH Response to Question:** Yes, please review RFP

**UNM SRMC Response to Question:** Please review RFP

**UNMMG Response to Question:** Please review RFP

**Question 8:** Does UNMH currently have formal titling guidelines for executives or managers? If so, is there a single plan or more than one plan?

**UNMH Response to Question:** NO

**Question 9:** How many jobs will be included as part of the FLSA review? Do these jobs span all three locations, and if so, do the entities count (and review) the jobs separately by location or are they counted as one?

**UNMH Response to Question:** This is to be determined

**UNM SRMC Response to Question:** FLSA Covered jobs=66 job categories, 484 total individual jobs NON FLSA Covered jobs= 42

**UNMMG Response to Question:** 350 jobs

**Question 10:** What existing job documentation does each entity have and what is the quality/accuracy of the existing job documentation? Will each entity want Vendor to collect job data through a job analysis questionnaire or any manager or employee interviews?

**UNMH Response to Question:** UNMH would like Vendor to collect data for analysis through questionnaires

**UNM SRMC Response to Question:** We currently have job descriptions for all of our jobs. The accuracy of the job descriptions is high as we updated and reviewed majority of the job descriptions within the last couple of years. Job analysis questionnaires would be convenient rather than interviews.

**UNMMG Response to Question:** UNMMG – little documentation; collect data yes

**Question 11:** Does each entity require assistance with implementation or communication planning with respect to any FLSA classification changes that may need to be made?

**UNMH Response to Question:** Yes

**UNM SRMC Response to Question:** Yes

**UNMMG Response to Question:** Yes

**Question 12:** Will the entities be involving legal counsel in the FLSA and pay equity reviews?

**UNMH Response to Question:** Not at this time

**UNM SRMC Response to Question:** Not at this time

**UNMMG Response to Question:** Not at this time

**Question 13:** Does the scope of the pay equity study include all 7,000 employees in UNMH, or is there a subset of employee groups you want us to focus on? If yes, please elaborate on the groups.

**UNMH Response to Question:** The plan is for most groups.

**UNM SRMC Response to Question:** 527 SRMC employees

**UNMMG Response to Question:** UNMMG has one pay plan

**Question 14:** Does the scope of work need to include only gender or gender and race?

**UNMH Response to Question:** The disparity appears to be mostly between long-tenured and new hires; not other factors

**UNM SRMC Response to Question:** NO

**UNMMG Response to Question:** No

**Question 16:** Please indicate the period for which you want us to undertake the pay equity study.

**UNMH Response to Question:** UNMH will not provide a response at this time

**UNM SRMC Response to Question:** will not provide a response at this time

**UNMMG Response to Question:** will not provide a response at this time

**Question 17:** How many grades do you have within the organization currently?

**UNMH Response to Question:** Currently we have 2 collective bargained structures: 1 general pay plan and 1 management pay plan

**UNM SRMC Response to Question:** Non-Supervisory FLSA covered grades-33 Exempt Non-FLSA covered-17

**UNMMG Response to Question:** UNMMG has 12 pay grades for non-exempt and 14 pay grades for exempt

**Question 18:** How many groups of presentations do you want us to make on the pay equity findings? We would typically make one presentation to the core pay equity council that includes the general counsel and HR, and one presentation to the leadership. We will plan for two. Is that reasonable?

**UNMH Response to Question:** Yes

**UNM SRMC Response to Question:** Yes

**UNMMG Response to Question:** Yes

**Question 19:** Will we be working with the internal legal counsel or external?

**UNMH Response to Question:** At this time vendor will not be working with legal counsel

**UNM SRMC Response to Question:** At this time vendor will not be working with legal counsel

**UNMMG Response to Question:** At this time vendor will not be working with legal counsel

**Question 20:** Exhibit A section 1, pages 8 and 9, contains backgrounds for the entities that comprise UNMH. Please confirm the entities covered by the Compensation Consultant Services RFP (i.e., UNM Medical Group (UNMMG) and Sandoval Regional Hospitals (SRMC). Will all employees from each entity covered by the Compensation Consultant Services RFP? Will any employee group be excluded?

**UNMH Response to Question:** All employee groups

**UNM SRMC Response to Question:** All employees

**UNMMG Response to Question:** All employee Groups covered.

**Question 21:** Please confirm the UNMH leaders and stakeholders to which the findings and recommendations need to be presented.

**Response to Question:** Will not provide a response at this time

**Question 22:** Exhibit B section 1, page 10, requests information about a work plan. Please confirm the desired start date for the project

**UNMH Response to Question:** UNMH will not provide a response at this time

**UNM SRMC Response to Question:** UNM SRMC will not provide a response at this time

**UNMMG Response to Question:** UNMMG will not provide a response at this time

**Question 23:** Exhibit A section 1, pages 8 and 9, provides backgrounds for each entity. Please define the following for the population of the employees covered by the study; please report separate numbers for UNM Hospitals (UNMH), UNM Medical Group (UNMMG) and Sandoval Regional Hospital (SRMC): a. Number of employees and number of distinct jobs included in the study b. Number of distinct salary ranges used to manage pay for the positions covered by the study

**UNMH Response to Question:** a. UNMH has 908 different jobs and 6,883 employees b.

UNMH has 2 salary structures for collective bargained units, 1 general pay plan and 1 management pay plan

**UNM SRMC Response to Question:** a. SRMC will include 484 total individual jobs, 66 FLSA Covered job categories and 42 Non-FLSA job categories. b. Non-Supervisory FLSA covered grades-33 Exempt Non-FLSA covered-17

**UNMMG Response to Question:** a. 550 employees and 350 job titles b. UNMMG has one pay plan

**Question 24:** Are job descriptions available for the positions/classifications covered by the study?

**UNMH Response to Question:** yes, to the awarded vendor. A sample job description can be provided for bidding review.

**UNM SRMC Response to Question:** yes, to the awarded vendor. A sample job description can be provided for bidding review.

**UNMMG Response to Question:** yes, to the awarded vendor. A sample job description can be provided for bidding review.

**Question 25:** Are any of the positions/classifications covered by the study also covered by a union contract?

**UNMH Response to Question:** Yes

**UNM SRMC Response to Question:** No

**UNMMG Response to Question:** No union at UNMMG

**Question 26:** Exhibit A section 3, page 9, requests information on how external competitiveness will be measured. a. Please confirm the type of peer organizations and industry benchmarks that each entity would prefer or require be included in the market study (e.g., hospitals/healthcare systems, colleges/universities, public/government, general industry, etc.) b. Does each entity intend to provide the chosen vendor with any proprietary survey data for the market study?

**UNMH Response to Question:** a. Currently UNMH uses market studies for hospitals/healthcare b. UNMH will not provide a response at this time

**UNM SRMC Response to Question:** a. General industry, drilled down to Rio Rancho and Albuquerque area hospitals, then within the UNM system. b. No

**UNMMG Response to Question:** a. UNMMG, we use market studies for hospitals/healthcare and Medical Group management. b. Yes

**Question 27:** Do RFP respondents need to submit a copy of their insurance certificates with their proposal as noted in Exhibit G (page 16)?

**Response to Question:** Yes

**Question 28:** Do RFP respondents need to complete and submit the HSC IT Project Security Requirements (included in an RFP addendum) with their proposal?

**Response to Question:** Awarded vendor will need to submit an IT Security Plan

**Question 29:** We are interpreting this as the original and 5 copies shall each be bound separately and should not include the costing sheet. Is this accurate? Also, the language mentions binders. May we use comb binding or would you prefer 3 ring binders?

**Response to Question:** Please include the cost proposal in all copies and original. Yes, you can use comb binding.

**Question 30:** We understand the electronic copies must mirror the technical binders and there are to be 6 copies. We are assuming you would like 6 thumb drives and that these should also not include the costing sheets. Is this accurate? How many copies of the cost proposal are we to include?

**Response to Question:** Please include the cost proposal in thumb drives as well as a Hard copy.

**Question 31:** UNM Hospitals and Sandoval Regional Medical Center (SRMC) report no doctors in the employee groups so we assume there are no physicians or advanced practice providers. However, UNM Medical Group does report physicians and advanced practice providers. Does the scope of work include benchmarking physician pay and advanced practice provider pay?

**UNMH Response to Question:** UNMH employs Advanced practice Providers.

**UNM SRMC Response to Question:** Correct, SRMC does not employ physician or practice providers.

**UNMMG Response to Question:** UNMMG employs both APP's and Physicians

**Question 32:** Will FLSA assessments be allowable as professional opinion or does a labor law attorney have to verify any recommended changes to FLSA status?

**UNMH Response to Question:** Professional opinion acceptable

**UNM SRMC Response to Question:** FLSA assessments are allowable

**UNMMG Response to Question:** UNMMG – professional opinion appreciated

**Question 33:** Listed deliverable include evaluation of the management structure and titling conventions as well as to evaluate the career ladders. We interpret this as an audit of these practices with general recommendations as opposed to creating and them for the Entities. Is this accurate?

**UNMH Response to Question:** Yes

**UNM SRMC Response to Question:** Yes

**UNMMG Response to Question:** Yes

**Question 34:** For the external pay benchmarking, will this cover cash compensation (salary plus bonus) or total remuneration (cash compensation plus benefits)?

**UNMH Response to Question:** CASH COMPENSATION ONLY

**UNM SRMC Response to Question:** Total Remuneration

**UNMMG Response to Question:** UNMMG Cash compensation only

**Question 35:** Are physicians included in the study? If so, how many are employed at UNM Medical Group (and how many unique physician jobs)?

**UNMH Response to Question:** No

**UNM SRMC Response to Question:** Not with SRMC as we do not employ them

**UNMMG Response to Question:** UNMMG employs approximately 6 physicians

**Question 36:** What external markets do you consider for benchmarking (e.g. local Albuquerque data, broader healthcare data, and specific peer group)?

**UNMH Response to Question:** BROAD HEALTHCARE NATIONAL

**UNM SRMC Response to Question:** local Albuquerque data, healthcare data for comparisons within the industry. We also use UNMH as a guide in some cases such as RN's.

**UNMMG Response to Question:** UNMMG Broad Healthcare National, Southwest

**Question 37:** For FLSA classification work, will this include reviewing all employees or just exempt employees or just questionable jobs? How many jobs/employees does this represent?

**UNMH Response to Question:** UNMH will not provide a response at this time

**UNM SRMC Response to Question:** will not provide a response at this time

**UNMMG Response to Question:** UNMMG yes all

**Question 38:** Can you please provide a breakdown of exempt vs. nonexempt employees at UNM Hospitals, UNM Medical Group and Sandoval Regional Hospital?

**UNMH Response to Question:** UNMH HAS 6127 NON-EXEMPT AND 756 EXEMPT EMPLOYEES

**UNM SRMC Response to Question:** Exempt=43 employees Non-exempt=484 employees

**UNMMG Response to Question:** UNMMG has about 360 exempt and 190 non-exempt

**Question 39:** Do you have current and accurate job descriptions? May we have a sample?

**UNMH Response to Question:** View Attached sample job description

**UNM SRMC Response to Question:** Yes, Attached (RN Inpatient job description)

**UNMMG Response to Question:** Yes, Attached

**Question 40:** Generally, do you use the same job titles across hospitals, facilities, and clinics and, if so, how consistent are the duties within that job title across facilities (e.g., is Medical Assistant at Hospital X the same as Medical Assistant at Hospital Y)

**UNMH Response to Question:** EACH ENTITY MAY HAVE SIMILAR DUTIES, ETC. BUT WITH DIFFERENT TITLES AND JOB DESCRIPTIONS

**UNM SRMC Response to Question:** SRMC does not use the same job titles as UNMH as we are a different facility and only comparative in some jobs such as RN's (according to area/acute care level). We may use the same job titles but the duties may differ.

**UNMMG Response to Question:** UNMMG yes generally but there are a few different titles.

**Question 42:** Are there other criteria that you would like evaluated on pay equity such as gender, age race, etc.?

**UNMH Response to Question:** Not at this time

**UNM SRMC Response to Question:** Not at this time

**UNMMG Response to Question:** Not at this time

**Question 43:** Will the bargaining unit employees be included in the scope of the engagement? If so, when are the contracts set to expire and will we be working with the labor attorney through the contract negotiations

**UNMH Response to Question:** Yes. Labor attorney is part of the RFP process. Vendor will NOT work through contract negotiations.

**UNM SRMC Response to Question:** No

**UNMMG Response to Question:** No

**Question 44:** Will the assessment include executives? If not, what level in the organization this stops at?

**UNMH Response to Question:** Yes

**UNM SRMC Response to Question:** Yes

**UNMMG Response to Question:** Yes

**Question 45:** Are the employed physicians and APP's part of the scope of work? If so, approximately how many physicians are there? How many APPs

**UNMH Response to Question:** No

**UNM SRMC Response to Question:** No

**UNMMG Response to Question:** Yes .UNMMG, approximately 25 APP's and 5 physicians

**Question 46:** In the pay practice section of the engagement, several important healthcare based pay practices weren't mentioned and we were wondering if these were going to be included. Practices such as shift differentials, on-call pay, charge, etc.

**UNMH Response to Question:** Yes

**UNM SRMC Response to Question:** Yes

**UNMMG Response to Question:** Yes

Acknowledge receipt of this Addendum in the space provided in Exhibit A. Failure to do so may subject Offeror to disqualification.

All other provisions of the Proposal Documents shall remain unchanged. This addendum is hereby made a part of the Proposal Documents to the same extent as those provisions contained in the original documents and all itemized listing thereof.