

C000748 Discretionary Training 2024

Official Responses to Offerors' Questions

Question	RFP Page	Section Reference		Question	Response
1.	17 & 85	Section 2.2.2 & Appendix D, Section II	Please confirm the MBE and WBE contract goals for this project. Section 2 notes 15% for each; Appendix D notes 10% for MBE and 20% for WBE.	1.	The RFP is amended on page 17 to match Appendix D. The Contract goals are 10% MBE participation and 20 % WBE participation.
2.	21	Section 3.1.3	Does the State have current, complete, and accurate job descriptions or similar documentation defining the primary duties and responsibilities of the 1,000 job titles to be evaluated for the benchmark study?	2.	The State will provide job descriptions or similar documents for the titles to be evaluated.
3.	55	Appendix B, Section 21	How is suitability determined?	3.	“Suitability determination” is a determination that there are reasonable grounds to believe that an individual will likely be able to perform the Contract requirements without undue risk to the interests of the State. Upon request of the State, the Contractor shall certify to the State that the suitability determinations required by this provision have been completed for all Contractor Staff performing work in connection with this Contract. Further explanation can be found in Appendix C, paragraph 11, page 11.
4.	57, 98	Appendix B, Section 25; Appendix E	Would the State agree to consider reasonable, and non-material, clarifications to the insurance requirements, to align them insurance policies of national service vendors, as part of a Contractor’s non-material bid deviation proposal?	4.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.
5.	58	Appendix B, Section 26	For paragraphs a and d in this section, due to the scope of the deliverables, can we assume there will not be a warranty in place after the period of performance?	5.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.
6.	60	Appendix B, Section 27	Would the State agree to clarify that paragraph (b) would apply not only to software, but other intellectual property that is normally commercially distributed by the Contractor or a third-party proprietary owner, such as Contractor’s pre-existing templates?	6.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.

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7.	63	Appendix B, Section 31	Would the State agree to change the phrase “in the opinion of the Department” to “in the reasonable opinion of the Department” in paragraph b, in order to permit an objective standard to apply to the determination of whether cure occurred, and to make this provision consistent with Section 34?	7.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.
8.	65	Appendix B, Section 33	Would the State clarify that the parties will enter into a mutually agreeable change order prior to resumption of services, in order to address any change in schedule, scope, or any other issue as the parties mutually agree?	8.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.
9.	68	Appendix B, Section 41	Would the State agree to change “twenty-four” (24) hours” to the more commercially reasonable “forty-eight (48) hours”?	9.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.
10.	70	Appendix C, Section 1	Would the State agree to clarify that if there are changes to the applicable policies, that the parties will consider a mutually agreeable change order to address any change in scope, costs, timing, or any other issue as the parties mutually agree?	10.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.
11.	73	Appendix C, Section 4.2	Would the State agree to clarify that that the parties would enter into a mutually agreeable non-disclosure agreement in order to protect confidential provisions of the SOC 2 report from being disclosed? Also, would the State agree to clarify that it will be reasonable in its determination of whether a SOC 2 report may be provided in lieu of a security controls assessment?	11.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.
12.	75-79	Appendix C, Sections 5-9	Would the State permit contractors to propose commercially reasonable, non-material deviations to these sections?	12.	Vendors are free to submit proposed non-material deviations. The classification of the bid deviation is in the sole discretion of the state. Deviations deemed by the Department as material may cause the bid to fail.

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13.	N/A	N/A	I would like to be a subcontractor on the Total Compensation Analysis RFP however there is no pre-bid conference where I can network with prospective prime consultants.	13.	Ron Thompson Owner/Principal Consultant Thompson Consulting and Analytics, LLC Tel: 484.574.3561 Email: rthompson@tcaanalytics.com Web: www.tcaanalytics.com
14.	N/A	N/A	I would like to be a subcontractor on the Total Compensation Analysis RFP however there is no pre-bid conference where I can network with prospective prime consultants.	14.	Jen Portland Founder & President Portland Spreadworks, LLC d/b/a Excel Rain Man Email: jen@excelrainman.com Work: 917-388-3492
15.	6	1.4	Would the Department consider amending this requirement. From: D. In the past three years the Offeror must have performed similar services for an organization with at least 1,000 employees, with similar requirements as described in this RFP. To: D. The Offeror must be licensed to provide these services and have performed similar services to large organizations.	15.	No, the Department is unable to change this requirement.
16.	20	3.1.2	What benefits included in the State's benefit package will require benchmarking? Are any of these benefits provided just to employees covered by a union contract?	16.	Some examples are leave, retirement (defined benefits plan), and health benefits including health, prescription, dental, vision, income protection (short and long-term disability), and life insurance. These benefits are offered to all employees.
17.	20	3.1.2	What level of detail is required for the benefits benchmarking - e.g., general prevalence, overall design, etc.?	17.	At a minimum, the State would be interested in understanding the prevalence and design of the benefits it offers and the comparable value of such benefits.
18.	21	3.1.3	Does the State have current, complete, and accurate job descriptions or similar documentation defining the primary duties and responsibilities of the 1,000 job titles to be evaluated for the benchmark study?	18.	The State will provide job descriptions or similar documents for the titles to be evaluated.
19.	21	3.1.3	How many titles will the State require be benchmarked that are covered by a collective bargaining agreement?	19.	The State has not yet determined the mix of titles to be benchmarked. Approximately 60 percent of the State's titles are represented by unions.

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20.	21	3.1.3	What geographic profile(s) will the State require for the market base salary data comparison - e.g., national, New York State, region specific?	20.	The State competes locally and nationally for qualified employees, especially with the rise of remote work. Thus, the state's structure should be compared with that of other employers in New York, northeast, and nationally.
21.	21	3.1.3	What industry profile(s) will the State require for the market base salary data comparison - e.g., government, private sector, healthcare, etc.?	21.	The State competes with all sectors for qualified employees. Thus, the state's structure should be compared with that of a cross section of industries.
22.	20		How many employees should be considered for interviews, in each entity? What is a estimated number? Should the interviews be in person or virtual?	22.	This is to be determined, but representatives from at least four State agencies, a group of HR representatives from a cross section of agencies, and other groups if deemed necessary. Vendor is required to provide fees for In-Person Meetings, per meeting, as well as any fees for Virtual meetings, as described in Section 8.3 of the RFP.
23.	20		When was the last benefits valuation study conducted? By whom?	23.	There has not been a benefits valuation done in recent years.
24.	20		When was the last compensation study conducted? By Whom?	24.	There has not been a compensation study done on that scale in recent years.
25.	20		What are the health and welfare plans available to the employees? Health, Dental, Vision, Life, AD&D, etc.? How are these plans different across the employee segment? How is eligibility determined?	25.	The primary health benefit plans are health, prescription drug, dental, vision, income protection (short and long-term disability), and life. There are slight differences in these benefits across employee segments. To be eligible, employees must work at least half-time; there is 28-day waiting period before coverage begins.
26.	20		What are the retirement plans available to the different employee categories? Defined Benefit, Defined Contribution, Deferred Compensation, Supplemental Retirement Plan? How are these plans different across the employee segment? How is eligibility determined?	26.	Virtually all employees are enrolled in the defined benefit plan. The deferred compensation plan is optional; the State does not match employees' contributions. See retirement system membership overview: https://www.osc.ny.gov/retirement/publications/life-changes-membership-nutshell .
27.	21		Is there a formal benchmarking strategy (selected surveys, scopes, geographic adjustments, modifiers, to data) established by employee segment? How many years has the strategy been in place?	27.	No, there is no formal benchmarking strategy in place.
28	21		Is there a formal cross-walk between anchor benchmark jobs and survey jobs selected for previous compensation studies?	28.	No, There is no formal cross-walk in place.

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29.	21		What is the system of record for maintaining benchmarks and surveys?	29.	Surveys are done only in conjunction with establishing differentials. There is no system for maintaining such data.
30.	21		Is there a formal cross-walk to extrapolate and align non-benchmark jobs and anchor, benchmark jobs for internal comparison?	30.	No, there is no formal cross-walk, it is an ad hoc process
31.	22		Is there an established peer market, sometimes a Book of Business for comparing benefits values to the market?	31.	No; the Department expects its benefits to be compared with those of a cross section of competing employers.
32.	22		When was the last time the pay structures were evaluated and modified? By whom?	32.	Revisions to grade structure of select occupations are periodically done by staff of the Department. The whole compensation structure has not been revised in recent years.
33.	22		What system are the pay structures maintained in?	33.	There is no system for maintaining pay structures. Information on titles and pay grade is maintained in the State's HRIS (<i>NYSTEP</i>).
34.	22		How are employment life-cycle statistics collected and maintained today? Example, turn-over, compression, etc.?	34.	Employment life-cycle statistics are collected on ad-hoc basis. A limited amount of such information is available in an electronic reporting tool, <i>Workforce Analytics</i> .
35.			What are the systems of record for employment information, compensation information, and benefits eligibility?	35.	Such information is maintained in two Peoplesoft systems (i.e., <i>NYSTEP</i> , <i>NYBEAS</i>).
36.			What is the Department's estimated budget for this project?	36.	Vendors should provide their best price.