

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

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

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.

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?

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:

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:

? 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

Question 46: In the pay practice section of the engagement, several important healthcare based

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.