



TITLE: SMU Compensation Market Checks RFP – Q&A

LAST UPDATED: 9/13/2022

1. 2.1 Scope of Services - Can you confirm if job descriptions for 360 Staff job titles are up to date and reflect current job content?
At least 60% of the job descriptions are current as of 1/1/2019. If it's decided a position will be part of the market check, the most current and/or updated job description will be provided.
2. 2.3 Classification Study - Can you provide summary details of the current classification system? How long has it been in place?
The classification system was updated in 2015. Our classified jobs consist of 13 job families, 360 unique job titles, and 14 pay grades.
3. 2.4 Compensation Study - Does the institution have a formal compensation philosophy? If yes – can you share it?
SMU is committed to providing its employees with financial stability, work/life balance, and personal and professional growth. SMU's total compensation philosophy includes employee choice, flexibility, and competitive programs to attract, develop, and retain top talent.
4. 2.4 Compensation Study - In terms of comparable labor markets – the strategic plan identifies 12 Peer institutions and 12 Aspirational institutions. Is this the peer cohort of institutions that will be used for benchmarking salaries in higher education? Only 19 of the 24 institutions participated in the 2021 CUPA Administrators Survey – a relatively small sample. Is there an opportunity to expand the higher education cohort?
Yes, however it's important that we continue to compare against our peer/aspirant list of schools that are on the SMU website. We are open to expanding the list of higher education cohorts, but they must meet our standards.
5. 2.4 Compensation Study - In terms of addressing salary compression and inequities – does the university expect a full pay equity analysis to be conducted as part of the scope of work?
Pay inequities will be analyzed on the job titles provided for the market check.
6. Does the University currently utilize any compensation administration software? If yes – which one?
No
7. What payroll/HRIS systems are currently utilized?
PeopleSoft
8. Can you please provide the names and roles of the committee members who will be reviewing proposals?
 - Sheri Starkey – AVP/CHRO
 - Ernie Barry – AVP for Budgets and Finance
 - Mai Bui – Director of Human Resources
 - Tracy Scott – Sr Compensation Specialist
 - Brian Cook – RFP Coordinator



9. When was the last time this analysis was conducted? Who conducted the last market check?
2021 – Aon
10. When does the project need to be completed? What is driving this timeline?
October 2023 – Needs to be completed before the fall budget is finalized.
11. Under the scope you state you want to use current job descriptions. Later you request that the selected provider update the job families and job descriptions. Are your job descriptions current, or will then need to be updated?
At least 60% of the job descriptions are current as of 1/1/2019. If it's decided a position will be part of the market check, the most current and/or updated job description will be provided.
12. How many unique jobs are covered by this market check?
The University's goal is to cover all 360 unique job titles with this market check. Vendors are encouraged to present pricing on a sliding scale if the number of unique job titles covered is a material cost factor. Preference will be given to proposals that cover all 360 job titles at a competitive cost.
13. Do you have an existing compensation philosophy?
SMU is committed to providing its employees with financial stability, work/life balance, and personal and professional growth. SMU's total compensation philosophy includes employee choice, flexibility, and competitive programs to attract, develop, and retain top talent.
14. Do you have an existing peer group we would use for the market comparison?
<https://www.smu.edu/Provost/IR/Resources/PeerUniversities>
15. How transparent do you want to be in this process to the campus staff? Is there a staff senate or body that will be involved in the process?
Campus is aware. A letter is sent out after each market check.
16. Does the scope of work for the 360 staff job titles referenced in Section 1.3 include only the "Classified" staff jobs listed on the HR website and not the "unclassified" staff jobs listed on the website?
Yes, only the classified job titles will be included.
17. Does the University want the consultant to collect salary data only or is the University also interested in the prevalence and cost of benefits (paid time off, health benefits, retirement benefits) provided by peer organizations?
Only salary data will be looked at.
18. Has a budget been set aside for this project and any resulting recommended implementation costs?
We prefer not to provide that information at this time.



19. Our firm is available to begin new projects in Q1 2023.

- a. What is the anticipated start date of the project after the anticipated Sept 26th award and is there any flexibility in the start date?

Start date would be the Q2 2023.

- b. The RFP references “entering into a contract for services for a one (1) year period”, what is the expected timeline for the project and when does the University need final results/recommendations?

May 2023 – October 2023

20. How would SMU describe the current state of job descriptions? Are they accurate and when were they last updated?

At least 60% of the job descriptions are current as of 1/1/2019. If it's decided a position will be part of the market check, the most current and/or updated job description will be provided.

21. 2.1 Scope of Services - SMU is asking the consultant to determine the relative worth of staff positions. Is SMU interested in determining position worth through a market study, a point factor system, or both?

Through a market study only.

22. 2.3.3 Classification Study - SMU is asking the consultant to finalize class specifications. Does SMU currently utilize a class specification system that needs to be revised/updated, or does SMU need to have one built?

The classification system we currently have needs to be updated.

23. 2.3.4 Classification Study - SMU is asking the consultant to identify career ladders/promotional opportunities. Does SMU currently utilize a career ladder system that needs to be revised/updated or does SMU need to build one? Does SMU want to build career paths for specific roles? Do the career paths need to be vertical or horizontal?

SMU doesn't utilize a career ladder and would need one built. We would look to your guidance as to how that should look.

24. section 2.4.7 - SMU is asking the consultant to identify any extreme current individual or group compensation inequities. Has a formal pay equity study been conducted in the last 12 months?

No, a formal pay equity study has not been conducted in the last 12 months.