



# Human Resources Position Description and Compensation Level Review Request for Proposals Questions and Answers

Q&A Issued: May 28, 2024

Question #	Questions	Answers
1.	Can we get a list of job titles for the 364 employees?	No. The position descriptions will be provided to the selected consultant.
2.	Can we get a copy of a representative job description for MPHI?	Please review the MPHI career website for open positions to see samples of job descriptions. <a href="https://career8.successfactors.com/career?company=mphi">https://career8.successfactors.com/career?company=mphi</a>
3.	Are there currently any career paths for jobs?	No.
4.	How many distinct jobs are there (of the 364 employees) that need to be in the labor market survey? An estimate is fine.	Approximately 110.
5.	Can we receive a copy of the current salary program policies?	No. The policies will be made available to the selected consultant.
6.	When was the last pay study conducted?	Over 20 years ago.
7.	Has MPHI ever conducted a Pay Equity Study?	Yes.



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8.	Can you confirm that you want 365 position descriptions to be evaluated as part of the compensation review?	The selected consultant will be responsible for performing the compensation review on whatever number of position descriptions remain after they complete the work on reviewing, analyzing, and modifying the existing position descriptions.
9.	Do you anticipate that the market comparison will be conducted through existing, published survey data or do you desire the chosen firm to conduct a survey collection process to gather compensation data from peer organizations (relevant to section 3.3)?	We anticipate that the selected vendor may use both methodologies.
10.	Can you please elaborate on what is meant by the statement "The selected contractor will confer with MPHI to determine which industries and job descriptions are comparable to MPHI's non-profit status in the labor market" from section 3.3?	MPHI is interested in being compared to organizations that are similar in nature and function.
11.	Do you have any salary surveys you would like the chosen firm to include as part of the analysis? If so, which ones?	No.
12.	Would you accept a fixed fee engagement (relevant to section 5.1)?	Yes. MPHI will accept a fixed fee engagement.
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Question #	Questions	Answers
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