

REQUEST FOR PROPOSALS (RFP)
BY
THE STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
DEPARTMENT OF TRANSPORTATION STAFFING ASSESSMENT

AMENDMENT FOUR

February 4, 2008

DOT Staffing RFP Questions

Release of answers to questions received regarding this RFP

DOT Staffing RFP Questions

1. We have a question regarding the page limitation as described in the RFP. In the RFP, page seven states that there is a "maximum of 25 pages not including Section 1, Table of Contents and Section 2, Proposer Information. Can we assume that the financial statements and the Affidavits referenced in Section 7 are not included in the 25 page limitation?

Answer: The Conflict of Interest Disclosure Statement referenced in Section 7 and the Affidavits referenced in Section 8 are not part of the 25 page limitation.

2. Financial Statement Question: Our financial statement is our 10k, which is 91 pages long. Does this count against the 25-page limit?

Answer: The financial statement does not count against the 25 page limit.

3. We assume that the full resumes for the Key Staff can be placed in an Appendix which is not subject to the page limitation. Is this correct?

Answer: Yes, that is correct.

4. The format states that everything outside of Section One and Two has the 25 page maximum; however, Section 8 has a required form--The Consulting Agreement Affidavit. Is this form included as one of the pages in the 25 page maximum?

Answer: This required form is not part of the 25 page maximum.

5. There are three letters of recommendation required. Are these to be included within the 25 pages?

Answer: No, the letters of recommendation do not count toward the 25 page maximum.

6. What is driving the need for this type of review at this time?

Answer: Governor Rell appointed a Commission in July 2007 to reform the Department of Transportation. This review of staffing is a part of the reform process.

7. What is the current number of DOT employees?

Answer: There are 3,332 DOT employees as of January 23, 2008.

8. How many titles are currently used?

Answer: There are 277 job titles currently in use.

9. Can you briefly describe or show the current classification system? We're interested in understanding how many different classification levels are used for the titles identified in the above question as the scope of the work will have implications for timing and fees.

Answer: As stated in the RFP, DOT will provide the selected contractor with information concerning the current staffing levels and classifications.

10. Do you have job documentation for all or most of the jobs that will need review for classification purposes? How current are they? Are they deemed to be clear and/or do you anticipate the need for data collection in this regard?

Answer: As stated in the RFP, DOT will provide the selected contractor with information concerning the current staffing levels and classifications.

11. Of the titles noted, roughly what percentage is unionized?

Answer: Approximately 75% of the titles are unionized.

12. Do you see the union roles as a constraint to the classification process?

Answer: This issue is outside the scope of the study.

13. Roughly what percentage of the current workload is outsourced/handled by contractors? Going forward, do you see the outsourced workload increasing or decreasing?

Answer: This issue is outside the scope of the study

14. Are there certain functions that are of particular concern that you feel or desire would warrant added focus during the engagement (i.e. engineering, construction)?

Answer: No

15. Have you anticipated or do you have a required timeframe for completion of the work?

Answer: It is expected that the work on this project will be completed by November 1, 2008.

16. What budget, if any to date, has been allocated or anticipated for the work?

Answer: There has been no specific budget allocated/anticipated at this time.

17. Relative to the Ethics Form 5, Consultant Agreement Affidavit, and as it relates to "a State contract", if we understand this form, we need to report on work that we've previously done for the State. Pls clarify and, if our assumption is correct, If our work has been for the CMEEC (Connecticut Municipal Electric Energy Cooperative) and the Town of Greenwich, do these qualify for inclusion or are they technically not "State" contracts that we would need to report?

Answer: Connecticut General Statutes (C.G.S.) Section 4a-81 requires that no agency head shall execute a contract for the purchase of goods or services with a total value of \$50,000.00 in any calendar or fiscal year, unless the state agency receives a written affidavit as specified in that statute. Form 5 is the required affidavit and it addresses the question of whether or not the proposer/bidder hired a consultant (e.g., via a consulting agreement) to provide advice to the proposer/bidder regarding conducting business with the State of Connecticut. As used in C.G.S. Section 4a-81, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contract. In summary, the legislation attempts to bring transparency to any consultant agreements that exist and allow both the agency and the public to see what

methods proposers/bidders are using to pursue business with the State. Consulting agreement does not include any agreements entered into with a consultant who is registered lobbyist (Chapter 10 of C.G.S.) as of the date such affidavit is submitted in accordance with the provisions of C.G.S. Section 4a-81. Form 5 does not relate to whether a proposer/bidder has done business previously with the State.

18. RE page 1: "...current structure of job classifications is relevant..."
"a. Does this review include organizational design / organizational structure or is it limited to "...job classifications...?"

Answer: The study is limited to the necessary skill sets and the number of people with each skill set required by DOT.

- b. Has there been any recent change in organization purpose and/or responsibilities?

Answer: The agency has recently centralized their finance functions under the Bureau of Finance and Administration. In addition, a draft recommendation from the Governor's Commission on the Reform of DOT calls for the separation of the Bureau of Highways and Engineering into two separate bureaus.

For more information on the Governor's Commission and their draft report please click on the link below: <http://www.ct.gov/dot/cwp/view.asp?a=3155&q=389856>

19. RE page 1: "...appropriate staffing levels..." Does this review include numbers and types of job classifications?

Answer: Yes.

RE page 1: "...appropriate staffing levels..." Does this review include compensation and benefits consideration for all classifications?

Answer: No.

20. Are all DOT classifications included in the review? About how many classifications are included?

Answer: All DOT classifications are included in the review. There are approximately 277 classifications in use at this time.

21. RE page 1: "...current and anticipated workloads..." To what extent will the review consider the *outsourcing* of certain functions?

Answer: The review will allow the department to compare and identify existing resources to the resource needs for current and anticipated workloads and

determine where resource deficiencies exist in the agency and how to best address those deficiencies.

22. RE page 1: "...compares to the recommended levels." Who are the comparison targets? Other DOT's, other state agencies, non-governmental public and private companies?

Answer: The selected contractor will compare the existing and recommended staffing levels.

23. RE: page 46, which is titled, "Commission On Human Rights And Opportunities Contract Compliance Regulations Notification To Bidders," paragraph 2, sentence 3: "An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes." Our firm is certified as a service disabled veteran owned small business entity and is 100% owned by a service disabled veteran. Would this allow our firm to qualify as a minority business enterprise?

Answer: The Department of Administrative Services (DAS) is the entity that makes this determination. Further information can be located on the DAS website link below:

http://www.das.state.ct.us/Purchase/New_PurchHome/busopp_template.asp?FID=25

24. Have similar studies been conducted in the past? If so will the information from the studies be available for reference?

Answer: None other than comparable worth studies of many bargaining unit classes.

25. If previous work has been done are there benchmark jobs that have been used to determine compensation levels? If so are they still appropriate or is this an expected product of the study. If established are they available for our use?

Answer: Determining compensation levels of specific classifications will not be an expected product of this study. The study will however be expected to reveal if there are sufficient numbers of staff in the appropriate classifications to carry out the mission and goals of DOT.

26. Does OPM have an estimated level of effort for these services (e.g. 1,800 hours)?

Answer: No, OPM does not have an estimated level of effort for these services.

27. What was the budget set aside for this project?

Answer: There was not a specific budget set aside for this project.

28. Has OPM procured contractor support in the past for some or all of these services? If yes, what are the names of the contractors providing similar services and their level of effort?

Answer: OPM has not procured contractor support in the past for these services.

29. How comprehensive does OPM anticipate the classification portion of this study to be? For example, on a continuum from 1 to 10, where 1 is a cursory review of classification specs and minor revisions to class specs and 10 is a full assessment to result in potential reallocations of jobs to new classes, new classifications, and consolidation of classes if needed.

Answer: The purpose of the study is to identify the skill sets which DOT requires; to compare the identified skill sets to those specified in current classifications; to identify any necessary changes; and to determine the number of employees with each skill set which DOT requires.

30. Has the Connecticut DOT conducted classification studies and staffing allocations for other classes/job families? If so, which jobs were covered in that review?

Answer: None other than comparable worth studies of many bargaining unit classes.

31. Will OPM provide up-to-date position descriptions?

Answer: As stated in the RFP, DOT will provide the selected contractor with information concerning the current staffing levels and classifications.

32. If needed, does Connecticut DOT have an existing position description questionnaire they prefer the contractor to use in reviewing classifications or should the contractor plan to develop one?

Answer: DAS has a position description questionnaire that is used for pay studies for job classifications and for reclassification requests

33. Are the staffing and classification analyses intended to cover all bureaus and all jobs in the DOT or a subset of these?

Answer: The analyses are intended to cover all Bureaus and jobs at DOT.

34. Will OPM make available to the selected contractor relevant personnel data, such as a list of employees along with Bureau affiliation, job title, and pay grade?

Answer: As stated in the RFP, DOT will provide the selected contractor with information concerning the current staffing levels and classifications and respond to questions and inquiries as appropriate.

35. The forms that were provided in the RFP are in PDF format. I see that you want an electronic copy provided in Word. Do the forms have to be provided in Word format as well, or can we just make a reference to the forms in the electronic Word format?

Answer: The PDF forms do not have to be provided in Word format.

36. Affirmative Action is noted as one of the values by which the submittal will be evaluated. There is no specific request within the stated RFP format for Affirmative Action statement or the equivalent. However, in the RFP package, there is a Non-Discrimination Certification form. Is this all that is required? If so, which section should it be placed? Section 9, Additional Data? Is it part of the 25 pages?

Answer: Please refer to Page 7, Section 2d. The information you are required to submit regarding affirmative action is contained in the Contract Compliance Package. The required information regarding Affirmative Action is contained in this section. It does not count towards the 25 page maximum.

37. Affirmative Action is noted as one of the values by which the submittal will be evaluated. There is no specific request within the stated RFP format for Affirmative Action statement or the equivalent. However, in the RFP package, there is a Non-Discrimination Certification form. Is this all that is required? If so, which section should it be placed? Section 9, Additional Data? Is it part of the 25 pages?

Answer: Please refer to Section 2d on page 7 of the RFP. The forms contained in this section satisfy the paperwork requirement for Affirmative Action. They do not count toward the 25 page maximum.

38. Campaign Contribution Certification forms. These are not specifically asked for within the proposal instructions and yet it was included in the RFP package. Based on the expected dollar value of this contract, these forms would seem to apply. If so, which section should it be placed? Are they a part of the 25 pages?

Answer: These forms are submitted by the selected contractor at the time of contract execution not as part of the proposal.