



**Information for Bid (IFB)  
COMPREHENSIVE FACULTY & STAFF CLASSIFICATION AND  
COMPENSATION STUDY**

**February 11, 2022 2:00pm (CST)  
Reference Number# 22-16**



## **REQUEST FOR PROPOSALS**

**COMPREHENSIVE FACULTY & STAFF CLASSIFICATION AND COMPENSATION  
STUDY**

**FOR**

**JACKSON STATE UNIVERSITY**

**Issue Date: January 13, 2022**

**RFP Response Deadline: February 11, 2022 (2:00 PM, CST)**

**Jackson State University  
1400 J.R. Lynch Street  
Jackson, MS 39217**

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## **1.0 GENERAL REQUIREMENTS**

### **1.1 Introduction**

Jackson State University (hereinafter "JSU") is inviting responsible vendors (hereinafter "Proposer") to submit proposals to conduct a Comprehensive Faculty and Staff Classification and Compensation Study. A more complete description of the services sought is provided in the Proposal Specifications (Scope of Work) of the RFP. If you are interested and able to meet these requirements, we would appreciate and welcome a proposal. This RFP will set forth any evaluation criteria to be used in determining product or service acceptability. It may require the submission of proposal samples, descriptive literature, technical data, references, licenses, or other information or material.

Unsolicited proposal samples or descriptive literature are submitted at the proposer's risk, and may not be examined or tested, will not be deemed to vary in any of the provisions of the RFP, and may not be utilized by the proposer to contest a decision or understanding with JSU.

### **1.2 Background**

Jackson State University was founded as Natchez Seminary in 1877 by the American Baptist Home Mission Society. The school was established at Natchez, Mississippi "for the moral, religious and intellectual improvement of Christian leaders of the colored people of Mississippi and the neighboring states."

In November 1882, the school was moved to Jackson; in March 1899, the curriculum was expanded and the name was changed to Jackson College. The state assumed support of the college in 1940, assigning to it the mission of training teachers. Subsequently, between 1953 and 1956, the curriculum was expanded to include a graduate program and bachelor's programs in the arts and sciences; the name was then changed to Jackson State College in 1956.

Further expansion of the curriculum and a notable building program preceded the elevation of Jackson State College to university status on March 15, 1974. In 1979, Jackson State was officially designated the Urban University of the State of Mississippi. For the almost 7,000 undergraduate and graduate students enrolled at Jackson State, JSU provides traditional and nontraditional students of diverse backgrounds the academic opportunities to develop knowledge and skills that will empower them to succeed in an increasingly complex and technologically advanced world. JSU has expanded online course offerings, and students are also afforded the opportunity to excel in areas beyond academic disciplines including art, culture, music, and

numerous intercollegiate sports and championship competitions. Jackson State's long-term cooperative projects, corporate partnerships, its increasing presence among top universities for the amount of research dollars awarded to the University, and community initiatives strengthen the University's commitment to its students, faculty, staff, and alumni as well as to the West Jackson Community, the city, the state, the nation and several international countries

Currently, JSU offers degree programs in more than 70 areas, including bachelors, masters, educational specialist, and doctoral degrees.

**1.3 Contact Information/Proposal Submission**

The contact identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful Proposer.

Ms. Paula Nelson  
Purchasing Manager  
Jackson State University  
1400 J.R. Lynch Street  
Jackson, MS 39232  
Email: paula.d.nelson@jsums.edu

**1.4 Minimum Proposer Qualifications**

The following minimum qualifications must be met by each Proposer: The Proposer shall have previous experience in conducting faculty and staff classification and compensation studies and possess the workforce, equipment, and financial resources, as herein specified to perform the type, magnitude, and quality of work specified.

**1.5 Requests for Clarification and Requests for Change**

Proposers may submit questions regarding the specifications of the RFP, in writing, on or before 12:00 p.m. (Central Time), on September 15, 2021, to the individual, address or email address listed in the Contact Information section of the RFP (1.3).

Proposers may submit requests for changes under the same conditions noted above for submitting questions. Requests for changes must include the reason for the requested change and any proposed changes to the requirements. The purpose of this requirement is to permit JSU to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident, or which unjustifiably restrict competition.

JSU will consider requested changes and, if appropriate, amend the RFP. JSU will provide reasonable notice of its decisions to all Proposers.

No oral or written instructions or information concerning this RFP from JSU managers, employees, or agents to prospective Proposers shall bind JSU unless included in an Addendum to the RFP.

**1.6 Key Event Dates:**

Dates are set forth for informational and planning purposes. JSU reserves the right to change as needed.

JSU Issues RFP	January 13, 2022
Last day to submit questions to Purchasing Agent	January 20, 2022
Respond to Proposer questions listed by Addendum	January 25, 2022
Proposal End Date	February 11, 2022 @ 2:00PM
Reviewed by JSU Evaluation Team	February 14, 2022
Recommendation to President / VP for Business & Finance	February 21, 2022

Notification of Award	March 15, 2022
Contract Start Date	April 1, 2022
Project Manager Contacts (Post Award)	Dr. Dawn Mclin, Professor and Faculty Senate President;  Dr. Rosella Houston, Assistant Director of Research and Institutional Planning and Staff Senate President; Research & Institutional Planning  Ms. Robin Pack, Executive Director of Human Resources

## 2.0 PROPOSAL SUBMISSION

### 2.1 Examination of Solicitation Documents and Explanation to Proposers

Proposers are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might affect the cost or performance of any work. Failure to do so will be at the sole risk of the Proposer. Should the Proposer find discrepancies in or omissions from the solicitation documents or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the Proposer shall promptly notify Ms. Paula Nelson via email at paula.d.nelson@jsums.edu. The Proposer making such request will be solely responsible for its timely receipt by September 29, 2021. Replies to such notices may be made in the form of an addendum to the solicitation.

### 2.2 Submission

The submission of a response shall be *prima facie* evidence that the Proposer has full knowledge of the scope and nature of project requirements. **Faxed and E-mail Proposals ARE NOT ACCEPTABLE.**

### 2.3 Interpretation or Representations

JSU assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

### 2.4 Addenda

The only method by which any requirement of this solicitation may be modified is by written addendum. All addenda to the Proposal document should be listed on the Proposal Specifications Exception Form. JSU is not responsible if a Proposer does not receive the proposal revision in time to include information with the proposal submission. Addenda shall be acknowledged by signature and included with the Proposal submission.

### 2.5 Proposal Preparation Costs

The costs for developing and delivering responses to this RFP are entirely the responsibility of the Proposer. JSU is not liable for any expense incurred by the Proposer in the preparation and presentation of their Proposal or any other costs incurred by the Proposer prior to the execution of a Purchase Order or Contract.

### 2.6 Cancellation of RFP

If the Vice President for Business & Finance or President/IEO determines that it is in JSU's best interest, either reserves the right to do any of the following:

- Cancel this RFP
- Modify this RFP, in writing
- Reject any or all proposals received in Proposal to this RFP

**2.7 Accuracy/Withdrawal of Proposals Prior to Proposal Opening**

Proposals may be withdrawn in writing any time prior to the opening hour. However, no proposal may be withdrawn for a period of ninety (90) days subsequent to the opening of the Proposal without the prior written approval of the Purchasing Manager.

**2.8 Evaluation**

Any award resulting from this RFP will be made to the Proposer whose offer is determined to be the most advantageous, or "best value" to JSU, in the sole judgment of JSU. The following evaluation factors will be considered.

<b><u>Evaluation Criteria</u></b>	<b><u>Maximum Points</u></b>
Qualifications & Experience	30
Ability to Perform	30
Cost Structure	30
Experience working with Historically Black Colleges & Universities	5
References	<u>5</u>
<b>Total Points</b>	<b><u>100</u></b>

JSU reserves the right to reject any or all Proposals submitted, waive irregularities, and to accept the Proposal that is in the best interest of the institution. Any such decision shall be considered final and not subject to recourse. Unless we are advised to the contrary, it is understood that the Proposal has been submitted in strict accordance with specifications. Any exceptions and explanations regarding the items listed should be delivered with the Proposal. Complete specifications must be submitted for any substitute offered.

The successful Proposer will be notified of their selection within three business days following approval of the Proposal. Notice will be made by email or telephone. The Proposer may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JSU. This Proposal will be awarded in its entirety to one

Proposer. JSU reserves the right to make moderate alterations to conform to budget limitations.

### **3.0 INSTRUCTIONS TO PROPOSERS**

Read the following instructions carefully before submitting any Proposal. Failure to follow these instructions may result in the rejection of your Proposal. JSU reserves the right to reject all Proposals, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new Proposals, or to request confirmation or clarification from any Proposer regarding a Proposal.

#### **3.1 Proposal Format and Content**

For JSU to evaluate Proposals fairly and completely, Proposers must follow the format set forth herein and must provide all the information requested. All items identified in the following list must be addressed as concisely as possible for a Proposal to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the Proposal.

1. **Cover Letter.** The cover letter must confirm that the **Proposer understands all the terms and conditions contained in this RFP, will comply with all the provisions of this RFP**, and should the contract be awarded to your company, you would be prepared to begin services upon contract approval from JSU. The cover letter must include the full contact information of the person(s) JSU shall contact regarding the Proposal. A Proposer representative authorized to make contractual obligations must sign the cover letter. The letter must also state whether subcontractors will be used.
2. **Experience & Operational Plan.** Proposers must describe their capabilities to provide the services requested in this RFP by providing the following:
  - A description of Proposer's experience related to this Proposal
  - Relevant samples/portfolio of related work, preferably in higher education
  - Staffing and operational plan for this contract, including use of any subcontractors and description of procedures to be used.

#### **3.2 Packaging of Response**

Please submit (1) original and (5) copies of the Proposal. The Proposal documents must be submitted by U.S. mail, hand delivery, overnight carrier or certified mail in a package sealed and labeled showing the following information on the outside:

Proposer's complete name and address

RFP Number  
Proposal Due Date and Time  
"Sealed Proposal" clearly printed on outside of envelope

**3.3 Late Proposals**

***Regardless of cause, late Proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be the Proposer's sole responsibility to assure delivery at the designated office by the designated time. Late Proposals will not be opened and may be returned at the Proposer's expense, or destroyed if requested.

**3.4 Proposer's Signature**

The Proposal submission form must be signed, in ink, by an individual authorized to bind (legally) the business submitting the Proposal. The Proposer's signature on a Proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude JSU from obtaining the best possible supply or service.

**3.5 Proposal Opening**

JSU will open all Proposals submitted in a proper and timely manner and will record the names and other information specified by law and rule. Upon submission, Proposals become the property of JSU and will not be returned, except in the case of late submissions.

**3.6 Responders' Costs**

The cost of developing a Proposal for this RFP belongs solely to the Proposer and may not be charged to JSU.

**4.0 TERMS AND CONDITIONS**

**4.1 Applicability:** The following terms and conditions will become part of an agreement that will be entered by the approved Proposer (hereafter "Contractor") and JSU.

**4.2 Purchase:** After notice of the award, the purchase will be put into effect by means of purchase order or suitable contract documents executed by Purchasing Manager or applicable JSU officer.

**4.3 Applicable Law:** The Agreement shall be governed by the laws of the State of Mississippi, and Contractor shall at all times comply with and observe all federal, state and local laws, ordinances, and regulations which are in effect

during the period of the Agreement and which in any manner affect the work or its conduct.

- 4.4 **Agreement Assignment:** No right or duty in whole or in part of the Contractor under the Agreement may be assigned or delegated without the prior written consent of JSU. This Agreement shall be binding upon and inure to the benefit of parties hereto and their respective successors and assigns.
- 4.5 **Right to Cancel:** JSU may cancel the contract resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty (30) calendar day's written notice of such cancellation. Should JSU exercise this right to cancel, such cancellation shall become effective on the date specified in the notice to cancel.
- 4.6 **Taxes:** JSU is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JSU will not be responsible for payment of the taxes. The contractor shall absorb the taxes entirely. Upon request, JSU's Tax Exemption Certificate will be furnished.
- 4.7 **Proprietary Information:** Proposer should be aware that the contents of all submitted Proposals are subject to public review and will be subject to the Mississippi Public Records Act. All information submitted will be considered public information unless Proposer identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Mississippi Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JSU will endeavor to maintain all submitted information deemed proprietary within JSU, JSU will not be liable for the release of such information.
- 4.8 **Negotiation:** JSU reserves the right to negotiate all elements, which comprise the Proposer's proposal to ensure the best possible consideration is afforded to all concerned. JSU further reserves the right to waive any minor irregularities in the proposal, waive any defect, and/or reject all proposals, and to seek new proposals when such action would be deemed in the best interest of JSU.
- 4.9 **Retention of Documentation:** All Proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JSU.

- 4.10 **Indemnification:** The Contractor shall protect, indemnify and hold JSU harmless against any liability claims and costs for injury or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operation, or performance of work in connection with the contract, resulting in whole or in part from negligent acts or omissions of the Contractor.
- 4.11 **Substitutes to Specifications:** Consideration will be given to alternatives if they are a standard manufactured item as evidenced by literature and specifications enclosed with the Proposal document. A demonstration may be requested. Submit complete specifications for any substitute offered. A complete disqualification could result if these reference materials are not submitted. Indicate warranty specifications that apply to the items included in your Proposal.
- 4.12 **Disclosure:** Proposers shall disclose all relationships that might be a conflict of interest and include such information with the Proposal.
- 4.13 **Terms of Payment:** JSU operates under terms of payment for work completed and product delivered within net 45 days from the date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will JSU agree to late fees prior to 45 days before payment is received, based on State Statutes for State funded entities.
- 4.14 **Equal Employment Opportunity:** To the extent that the Proposer is subject to governmental orders, rules or regulations pertaining to Equal Employment and/or to the maintenance of non-segregated facilities, the Proposer hereby certifies that it is complying therewith, including where applicable, the submission and/or filing of Equal Employment Opportunity Compliance Reports and/or Certificates and/or filing of Certificates on Non-segregated Facilities. Compliance with 41 CFR § 60-1.4 – Equal Opportunity Clause is required.
- 4.15 **Prevailing Wage Law:** The contractor must comply with the provisions of the Davis-Bacon and Related Acts (DBRA) and those of the US Department of Labor.
- 4.16 **Independent Contractor Relationship:** It is mutually understood and agreed that an independent contractor relationship is hereby established, that employees of the Contractor are not employees of JSU, and that employees of JSU are not employees of the Contractor.

- 4.17 **Severability:** If any provision(s) of the Agreement or its application to any party or circumstance(s) shall be invalid or unenforceable to any extent, the remainder of the Agreement and the application of its provisions to other parties or circumstances shall not be affected and shall be enforced to the extent permitted by law.
- 4.18 **No Waiver:** The failure of JSU to insist in any one or more instances upon the performance of any one or more of the provisions of the Agreement or to pursue any rights hereunder shall not be construed as a waiver of any such provisions or the relinquishment of any such rights.
- 4.19 **Endorsement:** Unless specifically authorized in writing by JSU, the Contractor shall have no right to use, and shall not use, the name of Jackson State University, its officials or employees, or the seal or marks of the University in advertising, publicity, or promotion; nor to express or imply any endorsement of Contractor's supplies or services.
- 4.20 **Non-Performance:** In the event the Contractor fails to perform under the terms and provisions of the Agreement, the Contractor shall reimburse the University for any additional expense incurred to have the work completed by a third party over and above what the University would have been required to pay the Contractor had Contractor not failed to complete the work.
- 4.21 **Force Majeure:** Neither party shall be considered in breach of the Agreement for failure to perform if such failure is caused by national or local calamity, acts of terrorism, the act or regulation of any public authority, labor difficulty or strike, war, epidemic, fire, storm, inclement weather or other act of God, or any other cause beyond the reasonable control of the non-performing party, rendering that party's performance impossible.
- 4.22 **Funding:** JSU represents that, as the date of the Agreement, funds to pay immediate financial obligations under the Agreement have been allocated and are available. However, JSU is a publically funded entity whose ongoing financial obligations herein are subject to allocation of funds by parties not controlled by the University. In the event, through no action initiated by JSU, the legislative body of the State of MS does not appropriate sufficient funds allowing for the continuation of the Agreement, in whole or in part, and there are no funds from other sources to continue, the Agreement may be terminated by JSU.
- 4.23 **Data Security:** Contractor shall treat all data that is received from JSU, or is otherwise exposed to within University data systems, with the highest degrees of

confidentiality and in compliance with all applicable federal and state laws and regulations, and JSU policies. Contractor shall employ commercial best practices for ensuring the security of all JSU electronic and paper data accessed, used, maintained, or disposed of in the course of Contractor's performance under this Agreement. Contractor shall only use such data for fulfilling its duties under this Agreement and shall not further disclose such data to any third party without the prior written consent of JSU or as otherwise required by law. Upon termination or expiration of the contract, Contractor will either return or confirm the secure destruction of all JSU documents, records and data, at the University's election.

Without limiting the foregoing, in the course of performing its duties under this Agreement, Contractor may receive, or be exposed to, the following types of data: student education records; financial information as that term is defined in the Financial Modernization Act of 1999; protected health information as that term is defined in the Health Insurance Portability and Accountability Act; and various items of personal identifying information including, but not limited to, social security numbers, credit card numbers, financial account numbers and corresponding security or access codes and passwords, driver's license numbers, and JSU identification card numbers. Contractor shall employ enough administrative, physical, and technical data security measures to meet the requirements under federal and state law and other standards applicable to those data, including but not limited to:

Student Education Records: The Family Education Rights and Privacy Act (FERPA), 20 USC 1232g et seq., and related regulations at 34 CFR Part 99.

Financial information including credit card and financial account numbers: The Financial Modernization Act of 1999, 15 USC 1681 et seq.; and the Safeguards Rule at 16 CFR Part 314.

Protected Health Information: The Health Insurance Portability and Accountability Act (HIPAA), 42 USC 1320d-2 (note); implementing privacy and security regulations at 45 CFR parts 160 and 164, and related agency guidance; and the terms of any Business Associate Agreement or LDS agreement between JSU and Contractor.

Proposer acknowledges and agrees that JSU is subject to Mississippi Open Records Law and understands that disclosure of some or all confidential information provided pursuant to this Agreement, or the Agreement itself, may be compelled pursuant to that law. JSU agrees that, upon receipt of a request for confidential information made pursuant to the Mississippi Open Records Law, it shall a) promptly notify Contractor of the fact and content of the request, b) consult with Contractor regarding any legitimate basis on which it might resist or narrow its response to the request and c) disclose only information that JSU, in the opinion of its legal counsel, is "legally compelled to disclose."

Notwithstanding any other provision of this Agreement, Contractor shall reimburse JSU in full for all costs, expenses, and liabilities of any kind incurred by the University because of Contractor's failure to comply with the above data confidentiality and security requirements. This obligation shall include defending, indemnifying, and holding JSU harmless from any third-party claims or

causes of action of any kind arising from or relating to the Contractor's use, maintenance, or handling of university data received in connection with its performance under this Agreement. These remedies shall be in addition to any other remedies provided within this Agreement or otherwise available under law.

## **5.0 SCOPE OF WORK**

Currently, JSU does not have a comprehensive classification and compensation system for faculty and staff; consequently, inequities have developed and persist. Jackson State University is seeking proposals from consulting agencies interested in conducting a comprehensive classification and compensation study of its classified, professional, administrative (staff), and faculty positions; and a plan for implementation utilizing best practices in its management and design. The primary objectives are 1) to attract and retain qualified employees who will be paid equitable salaries; 2) to provide fair salaries for all employees at JSU; and 3) to provide a salary structure to enable JSU to maintain a competitive position with other entities within the university's geographical area and industry.

The proposal will also include the development of a compensation philosophy, salary ranges, and a review/update of position descriptions. The desired classification and compensation study will address the following main components:

1. **Job Evaluations** – It is proposed that the classification and compensation study include an analysis and assignment of each position to an appropriate job family and salary structure to ensure fairness and internal equity. The internal team will perform the data collection (i.e. questionnaires, job descriptions, and titles>.
2. **Salary Structure** – It is proposed that JSU be provided salary structures that provide fair and equitable compensation for all positions assigned to a job family with the minimum, midpoint and maximum ranges for each salary structure.
3. **External Competitiveness** – It is proposed that a compensation philosophy be developed to ensure external competitiveness.
4. **Maintenance Process** – It is proposed that JSU be provided with recommended procedures to ensure that, once the results of the compensation study have been implemented, the results may be easily maintained and updated appropriately.

**The scope of this study shall include the following fourteen (14) Job Families for staff employees and four (4) faculty positions in five (5) Colleges.**

### **Staff Job Families (See Attachment F for description):**

1. Academic Services
2. Administrative Support
3. Advancement and Alumni Relations

4. Advising and Student Services
5. Athletics (not including Head or Assistant Coaches)
6. Communications/ Marketing
7. Executive Directors

8. Facilities/Campus Operations
9. Fiscal Services
10. Human Resources
11. Information Technology
12. Legal and Compliance
13. Public Safety
14. Research & Grant Administration (not including Researchers)

**Faculty Job Families (See Attachment G for description of each rank)**

1. College of Business
  - a. Instructor
  - b. Assistant Professor
  - c. Associate Professor
  - d. Professor
2. College of Education and Human Development
  - a. Instructor
  - b. Assistant Professor
  - c. Associate Professor
  - d. Professor
3. College of Health Services
  - a. Instructor
  - b. Assistant Professor
  - c. Associate Professor
  - d. Professor
4. College of Science, Engineering, and Technology
  - a. Instructor
  - b. Assistant Professor
  - c. Associate Professor
  - d. Professor
5. College of Liberal Arts
  - a. Instructor
  - b. Assistant Professor
  - c. Associate Professor
  - d. Professor

Review of the University President/IEO, Vice Presidents, Coaches, Researchers, Adjuncts, and Post-Docs are **NOT** within the scope of this project.

**General Design and Plan Implementation Requirements**

The requirements of the Contractor in designing a classification and compensation plan for implementation are as follows:

1. Work with the Executive Director of Human Resources, Faculty Senate President, Staff Senate President, and Chief Financial Officer/Vice President for Business and Finance to identify a comparison market for assessment and to gather information, such as job descriptions, current salaries, job titles, and organizational structure.
2. Develop at least four salary pay structures for each staff job family (14 job families). *See Attachment F*
3. Review current position descriptions and advise regarding changes necessary to ensure effective descriptions are in place for staff positions. The internal team will update the job description.
4. Develop and propose implementation strategies including calculating the cost of implementing the study.
5. Develop an audience-based Communication Plan for distribution to various stakeholders.
6. Develop a comprehensive classification/compensation plan for JSU employees based upon objective analysis. Such a compensation plan must provide internal equity and yet be competitive in the marketplace to facilitate attraction and retention of qualified employees.
7. Prepare a written report of objectives, actions, findings, and recommendations for presentation to the Compensation Study Committee and President/IEO.

### **Faculty-Specific Design and Plan Implementation Requirements**

1. Conduct an assessment of faculty compensation using well-established processes, including an analysis of pay differences among faculty within their respective colleges, an analysis of pay differences amount faculty between colleges.
2. Identify any other pay inequities.
3. Develop a pay plan reflecting ranges by, i.e. minimum, midpoint, and maximum.

### **Expected Outcomes/Productivity**

1. Establish salary structures for each job family
2. All original documentation of job analyses
3. Provision of an audience-based Communications Plan
4. Pay scale chart and appropriate level of compensation for each job family

5. Computerization of classification information, processes, and procedures, as applicable
6. Listing of all research documentation used and information compiled when determining JSU's market and its position in the market
7. Formal presentation of the final proposed design and implementation of the classification system to the Compensation Committee and President/IEO

## **Proposal Response**

Vendor responses to this RFP should address the following. For ease of reviewer evaluation, please ensure that the number and verbiage for each requested item is listed immediately before the response.

### **I. COMPANY INFORMATION**

- I.1 Name, address, phone number and email address for the duly authorized agent submitting the proposal
- I.2 Documentation of any intent to use other company(s) or private individual(s) as a subcontractor for any part or the whole of services offered in response to this RFP. JSU reserves the right to approve or reject any subcontracting agent or to reject proposals based on the use of subcontracted work

### **II. BACKGROUND AND EXPERIENCE**

- II.1 Experience of the individual or firm in conducting similar classification/compensation systems for higher education, governmental entities or other comparable businesses
- II.2 Listing of present and former higher education, governmental or similar entities for whom the individual or firm has performed compensation management services, similar to those outlined in this RFP, within the past three years; including names, addresses, and phone numbers of the persons who may be contacted as referenced. Please indicate those that are current clients (Attachment E – Reference List)
- II.3 Identification of the lead consultant from your firm who will head the project.
- II.4 Professional resume of all personnel to be involved in the study and a clear indication of the responsibilities of each. It is understood by JSU that the

individuals specified in the Contractor's proposal are the individuals who will do the work associated with the classification and compensation design and implementation plan process described in the proposal.

- II.5 A full description of the firm's plan, approach, compensation methodology and procedure(s) to be used. A process diagram or flowchart is desirable, along with a proposed timeline.
- II.6 Response to the conditions and requirements outlined in the RFP. Any reservations or exceptions to the RFP should be fully explained.
- II.7 Proof of Professional Liability insurance and policy limits. Proof of Worker's Compensation Insurance, and proof of USCIS (I9) verification of work eligibility for all relevant staff.
- II.8 Proposed Fees/Compensation: Quotes should include the costs per hour, per month, total hours, and total staff to complete the required service.
- II.9 Any additional information that the contractor deems appropriate.

**Location and Fees**

The successful Proposer will work from a remote location to complete the design and plan for implementation of the compensation/classification system. All information, data, reports, and records necessary for carrying out the work shall be furnished to the Contractor without charge and JSU shall cooperate with the Contractor in every reasonable way to ensure completion of the classification and compensation system and plan for implementation.

**6.0**

**ATTACHMENTS**

**ATTACHMENT A  
PROPOSAL SUBMISSION FORM**

**Proposal Submitted by and Authorized Signature:** The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the listed company. Signer further attests that he/she has read and agrees to all instructions and specifications listed in this Proposal document unless otherwise marked and listed in the "Exception(s) to Proposal" section.

Proposal Submitted by: \_\_\_\_\_ (Printed)

Signature \_\_\_\_\_

Title \_\_\_\_\_

- The Owner/  
Sole Proprietor       Member of the  
Partnership       Officer of the  
Corporation       Member of the  
Joint Venture

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Date \_\_\_\_\_

Contact \_\_\_\_\_

FEIN \_\_\_\_\_

**ATTACHMENT B  
CONTRACTOR CERTIFICATION**

**Executive Order 12549, Debarment and Suspension, 13 CFR Part 145**

The undersigned hereby certifies that:

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief that the business and its principles:
  - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding the submission of this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

**ATTACHMENT C**  
**Minority and Disadvantaged Business Participation**  
**49 U.S. Code § 47113**

Identify all First and/or Second Tier Business Relationships Contractor has with Minority, Women, Disadvantaged owned and operated businesses. (First Tier is defined as *any supplier, regardless of type or size, which has a direct contract with Jackson State University*; Second Tier is defined as *any supplier, regardless of type or size which is contracted through a First Tier supplier to Jackson State University*).

(1) \_\_\_\_\_ (4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_ (5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) \_\_\_\_\_ (6) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* Attach additional sheet if needed**

Attested by:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



**ATTACHMENT E  
REFERENCE LIST**

List four companies, colleges/universities preferred, to whom your company has sold and installed comparable services/products within the last three years:

1. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_
  
2. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_
  
3. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_
  
4. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

**ATTACHMENT F  
STAFF JOB FAMILIES**

<b>JOB FAMILIES</b>	<b>DESCRIPTIONS</b>	<b>JOB FUNCTIONS</b>
<b>Academic Services</b>	Involves activities related to programs that enhance the academic environment for students, support faculty development, conduct ongoing assessment and provide institutional data.	Assist, direct, or administer one or many external programs, which aid in the support of undergraduate, graduate, and faculty programs. Design, development, implementation, and/or evaluation of programs, support University-wide academic programs and facilitate the collaboration of colleges to strengthen the student academic experience.
<b>Administrative Support</b>	Involves activities related to administrative support services for the University's offices and departments.	Provide assistance and administrative support to one or many departments, executives, or managers. Support may include preparation of documents or materials, organization, and facilitation of meetings, events, conference calls, and supervision of staff.

<p><b>Advancement and Alumni Relations</b></p>	<p>Involves soliciting, collecting, and tracking donations from a variety of sources, as well as researching and cultivation of donors.</p>	<p>Provides administration and oversight in developing relationships with alumni to increase engagement, manage a portfolio of annual gift prospects to identify and solicit gifts, plan, organize, and manage fundraising activities, and maintain accurate donor giving and engagement records.</p>
<p><b>Advising and Student Services</b></p>	<p>Involves activities related to supporting and enhancing the quality of student and post-graduate life at the University.</p>	<p>Provides services and administration of admissions, academic and career advising, career development/placement services, financial aid, registrar, residential life, student activities/events, education abroad, immigration, post-graduate support.</p>
<p><b>Athletics</b></p>	<p>Involves activities related to the operations of athletic programs.</p>	<p>Provide management and administrative oversight of operations of athletic programs, athletic coaching, equipment management, training, and conditioning.</p>
<p><b>Communications / Marketing</b></p>	<p>Involves activities related to promoting the University and its services to multiple internal and external constituencies through a variety of media.</p>	<p>Provides design services, communications and media relations, events management, and marketing.</p>

<b>Executive Directors</b>	Involves offices holding top administrative positions, with campus-wide reach.	Provides direction for setting policy and course of action for the University.
<b>Facilities / Operations</b>	Involves activities related to the procurement, design, construction, inspection, maintenance, and operations of the University.	Provides management of the maintenance and repair of university property, facilities planning, and design, and management of environmental health.
<b>Fiscal Services</b>	Involves activities related to the planning, forecasting, and delivery of the University's financial operations.	Provides services and administrative oversight for University accounting, billing/collections, financial analysis, budget, finance, and purchasing.
<b>Human Resources</b>	Involves activities related to the delivery of services to support human capital needs for the University.	Provides services and administration of training and development, administration and management of benefits, compensation, HRIS, classification and compensation, HRIS, employee relations, and employment services.

<b>Information Technology</b>	Involves activities related to the planning, developing, and maintaining of information systems and operations.	Provides services for application systems development, computer operations and help desk, information security, IT training, network, Infrastructure, telecommunications, and website services
<b>Legal and Compliance</b>	Involves activities related to regulatory compliance and legal concerns.	Provides administration and guidance to the university for compliance, risk management, internal audit, and contract management.
<b>Public Safety</b>	Involves activities associated with campus security.	Provides security of students, employees, and visitors for the campus, monitors behavior, secure building, and property, investigate disturbances and maintain order on campus.

<p><b>Research &amp; Grant Administration</b></p>	<p>Involves conducting, supporting, and managing research related to physical and life sciences, social sciences, and clinical and community-based research studies.</p>	<p>Provides oversight for pre-and post-awards, monitors grants and contracts for PI to ensure expenses are paid according to contract, interpret regulations and guidelines of program funding, prepare renewals and reports for funding agencies, review grant and contract awards terms and conditions, negotiates and approve terms, and track contracts and grant awards.</p>
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**ATTACHMENT G  
FACULTY JOB FAMILIES**

**Jackson State University-Corps of Instructions for Tenured/Tenured Track Faculty Appointments**

<b>CORPS OF INSTRUCTIONS (Tenured/Tenured-Track)</b>	<b>DESCRIPTIONS</b>	<b>JOB FUNCTIONS</b>
<b>Professors</b>	<p>Tenured /Tenured-Track The rank of Professor is the highest academic rank, and the holder must have a cumulative record of teaching effectiveness, refereed research publications or peer-reviewed creative activities appropriate to the discipline, professional development, and substantial service appropriate to the discipline. Appointment to the rank of Professor is based upon a candidate's instructional effectiveness and record of scholarly contributions appropriate to his/her discipline and fields of specialization (successful teaching experience and successful research and/or creative work); however, candidates who have no prior record at the rank of Associate Professor may be appointed at the rank of Professor provided they possess a combination of educational achievement and professional contribution which attest to the capabilities, competencies, and professional stature required for successful performance at the rank of Professor. The candidate must hold an earned doctoral degree (or other terminal degree or equivalent) - IHL Board Policies and Bylaws, 402.02, 1998) and have demonstrated successful teaching in addition to research and/or creative work.</p>	<p>All faculty members who hold the rank of Professor are expected to contribute to the leadership of academic programs; to maintain an outstanding level of effectiveness in the classroom and/or other appropriate instructional settings; to make a strong contribution to overall instructional quality; to engage in an ongoing and substantive program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to their discipline and fields of specialization; and to exercise responsible academic citizenship. The faculty should publish at least four peer-reviewed publications, including two as senior author. For Fine Arts, participation in four major exhibitions. For graduate faculty, at least six peer-reviewed publications; for Fine Arts, participation in six major exhibitions. (Effective with faculty class 2005-06).</p>
<b>Associate Professors</b>	<p>Tenured/Tenured-Track The candidate must hold a doctoral degree (or other terminal degree or equivalent - IHL Board Policies and Bylaws, 402.02, 1998) appropriate to the discipline and have demonstrated successful teaching in addition to research and/or creative work</p>	<p>All faculty members who hold the rank of Associate Professor are expected to display outstanding performance in the classroom and/or the appropriate instructional settings; to contribute to the overall instructional quality of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to their discipline</p>

		<p>and fields of specialization; and to exercise responsible academic citizenship. Faculty should publish at least three peer-reviewed publications, including one as senior author; for Fine Arts, participation in three major exhibitions. For graduate faculty, at least four peer-reviewed publications, including one as senior author; for Fine Arts, participation in four major exhibitions. (Effective with faculty class 2005-06).</p>
<b>Assistant Professors</b>	<p><b>Tenured/Tenured-Track</b> The candidate normally should have completed a doctoral program or other terminal academic program appropriate to the discipline (exceeding the minimum standard). The minimum educational requirement includes a Master's degree or the equivalent and one year of additional graduate work (IHL Board Policies and Bylaws 402.02, 1998). There should be acceptable evidence to indicate that the individual has the capabilities and competencies required for successful performance of all anticipated professional responsibilities.</p> <p>Any individual appointed to the rank of Assistant Professor who does not hold the appropriate terminal degree or the equivalent may only be appointed to a non-tenure track position. When the individual receives the appropriate terminal degree, he/she may be eligible to apply for a tenure-track position when one is available.</p>	<p>All faculty members at the rank of Assistant Professor are required to maintain the expected level of performance in the classroom and/or other appropriate instructional settings; to contribute to the overall instructional effectiveness of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to the discipline and fields of specialization; and to exercise responsible academic citizenship.</p>
<b>Instructors</b>	<p>A candidate for appointment to the rank of Instructor must hold the master's degree in the discipline when teaching undergraduates or providing field-based or clinical supervision, have an appropriate record of educational achievement and have relevant experience, as well as the potential to be an effective teacher. Evidence of promise in research is desired</p>	<p>An instructor is expected to be able to plan and conduct courses effectively. All instructors are expected to demonstrate competence that would contribute to student learning in assigned courses and to exercise responsible academic citizenship. Faculty members holding the rank of instructor will be employed on a contract not to exceed one year which will be renewable at the discretion of the institution (IHL Board Policies and Bylaws 402.02, 1998).</p>

### **Classification of Instructional Personnel (Tenured/tenured-track) Above**

Instructional personnel are classified as Tenured, Tenure Track Faculty (IHL Board Policies and Bylaws, 403, 1998 and 2008), or Non-Tenure Track Faculty/Professional Faculty Personnel (IHL Board Policies and Bylaws, 404; 404.01, 2005) in accordance with the definitions below. A faculty member's contract must reflect whether he or she is tenured, tenure track, or non-tenure track.

1. Tenured faculty status denotes continuing employment that may be granted after a probationary period upon nomination by the Institutional Executive Officer for election by the Board. Tenured faculty are protected from dismissal except for those reasons set forth in the section below. Faculty are tenured to a department unless otherwise designated by the Board (IHL Board Policies and Bylaws, 403.01, 3/91; 2/98).

2. Tenure Track Faculty. Tenure track faculty are those full-time persons whose employment record will be evaluated in accordance with established University promotion and tenure eligibility criteria. A tenure track appointment is a definite-

term appointment at the faculty rank of assistant professor, associate professor, or professor for one or more years which allows the faculty member to apply for tenure in accordance with the guidelines and criteria established by the University and Board policies and stipulated in this handbook and other official documents.

There is no presumption that a faculty member will be awarded tenure simply by being in a tenure track position.

Probationary conditions for personnel in tenure-track positions are as follows:

a. Probationary faculty members are employed with the understanding that performance at required levels during the probationary period may result in the award of tenure provided that the criteria for the award of tenure are met.

b. The probationary period for tenure is the cumulative amount of time spent in term appointments while on the tenure track.

c. The time period a full-time faculty member may remain probationary may not exceed a total of six continuous years. He/She must apply for tenure in the sixth year.

**Jackson State University-Corps of Instructions for NON-Tenure Track Faculty Appointments**

<b>CORPS OF INSTRUCTIONS (Non-Tenure Track Faculty)</b>	<b>DESCRIPTIONS</b>	<b>JOB FUNCTIONS</b>
<b>Adjunct/Supplemental</b>	Part-time instructional personnel with special competence and accomplishments in a given academic area as determined by needs and criteria established by the area. Adjunct personnel may be employed on a semester by semester basis or may receive other limited term appointments, and Adjunct/supplemental faculty are non-tenure track, and such appointments may or may not be for remuneration/pay. Persons serving in this position and who are full-time University employees (e.g. staff) may not be provided remuneration/pay for instruction provided during the normal workday.	Adjunct faculty may perform some of the academic duties associated with full-time faculty.
<b>Instructor</b>	An instructor is a full-time faculty member who ranks below an assistant professor. Beginning with the 1999-2000 academic year, the aggregate period of appointment in this rank will not exceed a total of seven years of continuous, full-time service. At the conclusion of the seventh year in this employment category, the faculty member will not be reappointed.	An instructor is expected to be able to plan and conduct courses effectively. All instructors are expected to demonstrate competence that would contribute to student learning in assigned courses and to exercise responsible academic citizenship.
<b>Assistant Professor (Non-tenure Track)</b>	The candidate normally should have completed a doctoral program or other terminal academic program appropriate to the discipline (exceeding the minimum standard). The minimum educational requirement includes a Master's degree or the equivalent and one year of additional graduate work (IHL Board Policies and Bylaws 402.02, 1998). There should be acceptable evidence to indicate that the individual has the capabilities and competencies required for successful performance of all anticipated professional responsibilities. Any individual appointed to the rank of Assistant Professor who does not hold the appropriate terminal degree or the equivalent may only be appointed to a non-tenure track position. When the individual receives the appropriate terminal degree, he/she may be eligible to apply for a tenure- track position when one is available.	All faculty members at the rank of Assistant Professor are required to maintain the expected level of performance in the classroom and/or other appropriate instructional settings; to contribute to the overall instructional effectiveness of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to the discipline and fields of specialization; and to exercise responsible academic citizenship.
<b>Associate Professor (Non-tenure Track)</b>	Appointment to the rank of Associate Professor is based upon a candidate's instructional effectiveness and record of scholarly contributions appropriate to	All faculty members who hold the rank of Associate Professor are expected to

	<p>his/her discipline and fields of specialization (successful teaching experience and successful research and/or creative work); however, candidates who have no prior record at the rank of Assistant Professor may be appointed at the rank of Associate Professor provided they possess a combination of educational achievement and professional contributions which attest to the capabilities, competencies, and professional stature required for successful performance and stature of the rank. The candidate must hold a doctoral degree (or other terminal degree or equivalent - IHL Board Policies and Bylaws, 402.02, 1998) appropriate to the discipline and have demonstrated successful teaching in addition to research and/or creative work.</p>	<p>display outstanding performance in the classroom and/or the appropriate instructional settings; to contribute to the overall instructional quality of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to their discipline and fields of specialization; and to exercise responsible academic citizenship. When the individual receives the appropriate terminal degree, he/she may be eligible to apply for a tenure-track position when one is available</p>
<b>Visiting Professor</b>	<p>A visiting professor is a distinguished or recognized scholar who holds, or has held, professorial rank at another institution or served in other notable capacities, and is appointed to the rank of visiting assistant professor, visiting associate professor, or visiting professor for temporary-term appointments.</p>	<p>Same as the above rank of a Professor, Associate Professor or Assistant Professor.</p>
<b>Temporary Instructional Personnel</b>	<p>This designation applies to individuals with non-recurring or other limited term appointments. Temporary instructional personnel are employed in non-tenure track positions. Employment as a temporary instructional person conveys no right or expectation that employment will continue beyond the period specified in the letter of appointment.</p>	<p>The individual is expected to be able to plan and conduct courses effectively. All instructors are expected to demonstrate competence that would contribute to student learning in assigned courses and to exercise responsible academic citizenship</p>
<b>Full-time professional faculty personnel</b>	<p>The individual is employed in (i) technical, special, career, research and public service programs (e.g., Developmental Studies, Jackson Heart Study, Community Health Program) or (ii) programs which are anticipated to have a limited life span or which are funded, fully or partially, through non-system sources (IHL Board Policies and Bylaws, 404.01, 2005).</p>	<p>The professionals are expected to display outstanding performance in the classroom and/or the appropriate instructional settings; to contribute to the overall instructional quality of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with</p>

		<p>the urban mission of the University, and scholarly efforts appropriate to their discipline and fields of specialization; and to exercise responsible academic citizenship.</p>
<p><b>Clinical/Practitioner/Professional Faculty</b></p>	<p>Clinical/Professional faculty at the institution have earned doctorates or have exceptional expertise, have contemporary professional experiences in school settings at the levels that they supervise and/or their practicing disciplines are meaningfully engaged in related scholarship. All clinical practitioner professional faculty are licensed in the fields that they teach or supervise and are master teachers or well recognized for their competence in their field. A department chair may recommend that a tenure-track faculty member who does not meet tenure qualifications be assigned clinical track status.</p>	<p>The professionals are expected to display outstanding performance in the classroom and/or the appropriate instructional settings; to contribute to the overall instructional quality of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to their discipline and fields of specialization; and to exercise responsible academic citizenship.</p>

**EVALUATION SHEET**

(RFP Committee Use)

<i>Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Qualifications & Experience	30	
Ability to Perform	30	
Cost Structure	30	
Experience working with Historically Black Colleges & Universities (HBCU)	5	
References	5	
<b>Total Points</b>	<b>100</b>	