



Organizational Review Request for Proposals (RFP)

Frequently Asked Questions (FAQ)

February 26, 2021

Q1: Is CMSP willing to consider a slightly longer project timeline?

A1: Yes.

Q2: Is CMSP willing to consider all or most work being conducted virtually through web, teleconference, and electronic files?

A2: Yes.

Q3: Are job descriptions for each position title up to date?

A3: Yes.

Q4: Is CMSP seeking a classification study that involves the completion of position description questionnaires and incumbent interviews to ascertain job duties and required knowledge, skills and abilities allowing for the update of the job description and class structure?

A4: Yes.

Q5: Does CMSP currently maintain a salary structure or salary ranges? Is an updated structure requested as part of this engagement?

A5: A salary structure was established in 2009. This structure will need to be updated as part of this review.

Q6: Are employees eligible for annual salary increases either based on merit or a general across the board increase?

A6: Yes.

Q7: Is a review of the current performance evaluation needed?

A7: Yes, CMSP would like recommendations / best practices related to employee performance evaluation.

Q8: Does CMSP have a list of already approved comparable labor market agencies?

A8: CMSP has the agencies that were used for the last Organizational Review. This list and its current relevance will be discussed with the selected vendor.

Q9: Is an internal equity analysis (at the classification level) part of the scope of this study?

A9: CMSP would like assurance that similar level jobs are paid at similar levels.