



**PURCHASING DEPARTMENT  
FINANCIAL SERVICES  
NEVADA SYSTEM OF HIGHER EDUCATION (NSHE)  
REQUEST FOR QUALIFICATIONS #209 FOR  
THE HIRING OF A SALARY/COMPENSATION CONSULTANT**

**RELEASE DATE:** THURSDAY, APRIL 11, 2013

**LAST DAY FOR QUESTIONS:** THURSDAY, APRIL 25, 2013 LOCAL TIME

**LAST DAY FOR ADDENDA :** WEDNESDAY, MAY 1, 2013 LOCAL TIME

**OPENING DATE, TIME and LOCATION:** THURSDAY, MAY 9, 2013, 3:00 P.M.  
**Local Time**  
College of Southern Nevada  
3200 E. Cheyenne Avenue, Sort Code J1C  
**Financial Services Building**  
North Las Vegas, NV 89030

Sealed proposals, **one (1) original and six (6) copies**, subject to the terms, conditions and scope of services, herein stipulated and/or attached hereto, will be publicly opened as stated above. **All proposals must be received on or before this date and time to be considered.** Proposals may be mailed to the address above.

Or hand delivered to CSN Purchasing Department located in the Financial Services Building, on the CSN Cheyenne campus. Please go to <http://www.csn.edu/pages/2131.asp> to view a map of the CSN Cheyenne campus.

If you should have any questions regarding this Request for Proposal, fax or e-mail your questions directly to:

Rolando M. Mosqueda, Director of Purchasing  
Rolando.Mosqueda@csn.edu  
Phone: (702) 651-4245  
Fax: (702) 651-4348

<b><u>TABLE OF CONTENTS</u></b>	<b><u>PAGE</u></b>
SECTION A: Introduction	2
SECTION B: Submission Instructions	4
SECTION C: Evaluation of Proposals	7
SECTION D: Background	11
SECTION E: RFQ Response Form	14
SECTION F: Subcontractors/Tier 2 Form	15
APPENDIX A: Task Force Report	ONLINE

**SECTION A**  
**INTRODUCTION**

1. **PURPOSE OF REQUEST**

- A. College of Southern Nevada, herein after referred to as CSN, and Truckee Meadows Community College, herein after referred to as TMCC, invites interested parties to submit a proposal on the services specified within this Request for Qualifications. Please read carefully all instructions, introduction, general terms and conditions, scope of work and/or specifications, background information, RFQ response form, etc. Failure to comply with the instructions, conditions, scope of work and/or specifications, of the Request for Qualifications may result in your proposal being declared non-responsive.
- B. College of Southern Nevada’s Purchasing Department is administering this RFQ on behalf of the College of Southern Nevada and Truckee Meadows Community College. The RFQ represents the requirements of both CSN and TMCC.

2. **PUBLIC SOLICITATION PROCESS**

Step One – The RFQ Process

CSN and TMCC are undertaking a two-step selection process on this project. In the first step, the Request for Qualifications (RFQ) phase, CSN and TMCC will accept statements of qualifications that address the Proposer’s experience and expertise regarding compensation consulting. Proposers will be evaluated based on their responses to the items outlined in this request in Section C.

Step Two: Subsequent RFP Process

In the second step, the Request for Proposal (RFP) phase, the most qualified Proposer(s) from the RFQ phase will be invited to submit a more detailed proposal as outlined in a RFP document to provide compensation planning and consulting to CSN and TMCC. During the RFP phase, Proposers may be invited to present their proposal to and be interviewed by an evaluation committee. The final selection will be based on the strength of the responses and presentations and overall best interests of the CSN and TMCC, which would include a consideration of the total fees/costs for the services. CSN and TMCC may award to different Proposers at the conclusion of the RFP phase.

3. **TERMINOLOGY**

RFQ	The term “RFQ” as used throughout this document will mean Request for Qualifications.
PROPOSER	The terms “Proposer” as used throughout this document will mean the respondents to this Request for Qualifications
CONTRACTOR	Successful Proposer(s)
CONTRACT DOCUMENTS	The Request for Qualifications and Request for Proposal documents, Proposer's proposal and any mutually agreed upon written modifications
CONTRACT	Agreement

CSN RFQ #209

DIRECTOR

The term "Director" as used throughout this document will mean the College of Southern Nevada Director of Purchasing.

REQUEST

Request for Qualifications, RFQ

CSN

College of Southern Nevada

TMCC

Truckee Meadows Community College

NSHE

The Nevada System of Higher Education. NSHE is Nevada's public higher education system. It is comprised of two universities, a state college, four community colleges and a research institute and is governed by the Board of Regents.

BOARD OF REGENTS

The elective body that has been vested by the Constitution of the State of Nevada to have exclusive control and administration of NSHE. The Board of Regents is the contracting party for any NSHE contract. The Board of Regents acts on behalf of CSN.

**SECTION B**  
**SUBMISSION INSTRUCTIONS**

CSN and TMCC invites you to submit a proposal on the services specified within this Request for Qualifications. Please read carefully all instructions, introduction, general terms and conditions, scope of work and/or specifications, background information, RFQ response form, etc. Failure to comply with the instructions, conditions, scope of work and/or specifications of the Request for Qualifications may result in your proposal being declared non-responsive.

1. **PREPARATION AND SUBMISSION**

- a) The Proposer is expected to examine the entire Request for Qualifications including any attachments. Failure to do so will be at the Proposer's risk.
- b) If it becomes necessary to revise any part of this Request for Qualifications, a written addendum will be provided to all Proposers. NSHE/CSN is not bound by any oral representations, clarifications, or changes made in the written specifications by CSN or TMCC employees, unless such clarification or change is provided to Proposers in written addendum form from the CSN Purchasing Department. All addenda must be acknowledged on the **RFQ Response Form**. Proposal may be considered non-responsive in the event Addenda are not acknowledged.
- c) All proposals shall be typed on 8 ½" x 11" paper with normal margins, single spaced, in 10-point type or larger. Number each page (\_\_\_ of \_\_\_ total pages), and include your company name. Tabs should be incorporated to be compatible and in the same order as the Evaluation Criteria listed in Section C, Evaluation of Proposals. (Submittal Content: Tabs 1-6)
- d) **If applicable, prices are to be submitted on the Pricing Response Form provided or true copies thereof** and must be manually signed by pen. If any erasures or changes appear on the form, each such correction must be initialed by the person signing the proposal. Proposers shall include with their forms the necessary documents or attachments as required in this document. **All figures must be written in ink or typewritten.** If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.
- e) Proposals along with all required documents as described in this Request for Qualifications must be sealed and submitted in an envelope with the response form and **MUST** indicate the name of the Proposer, RFQ number, title as listed on the first page of the Request for Qualifications, and date and time of opening on the outside of the envelope. **Telegraph, facsimile, email or telephone proposals will not be considered.**
- f) The Proposer shall submit one (1) clearly labeled original and six (6) copies of their proposal, and one (1) copy on compact disk (CD) of their proposal. The name of the proposers' firm shall be indicated on the spine and/or cover of each binder submitted and the accompanying CD.
- g) No responsibility will attach to CSN or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open, a proposal not properly addressed and identified.
- h) Alterations, modifications or variations may not be considered unless authorized by this document or by an addendum.
- i) When not otherwise specified, Proposer must definitely state time of proposed delivery. Days must be calculated in consecutive calendar days.

CSN RFQ #209

- j) Any irregularities or lack of clarity in the RFQ should be brought to the attention of the CSN Purchasing Department, as soon as possible so an addendum may be furnished to all Proposers.

Any clarification of instructions, terms and conditions, insurance or offer preparation shall be made only by the Director of Purchasing listed on page one of this Request for Qualifications. Verbal clarifications will not be binding. Written clarifications will be by addenda and posted on the CSN Website: <http://www.csn.edu/pages/2144.asp> and/or emailed to all prospective Proposers who received a copy of the RFQ. Proposers who have registered with the CSN Purchasing Desk may be notified via email/fax as well.

- k) Altering the Request for Qualifications form may render the Proposal null and void.
- l) Persons or companies submitting an offer for this Request are certifying that they have had no contact with an employee or member of the Nevada System of Higher Education (NSHE), in any manner which would give that company or person submitting such an offer, any advantage over any other company or person submitting an offer. Employees and members of the NSHE shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public. A violation of the above shall be just cause for rejection of that particular offer without further consideration.
- m) All Proposers, by signing the **RFQ Response Form**, certify that they agree to the terms and conditions set forth in this RFQ unless otherwise stated.
- n) All Proposers, by signing the **RFQ Response Form**, certify that they are an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.
- o) Proposals, attachments and **RFQ Response Form** shall be enclosed in sealed envelopes and addressed to:

College of Southern Nevada  
Attn: Director of Purchasing  
Purchasing Department, Sort Code J1C  
3200 E. Cheyenne Avenue  
Las Vegas NV 89030

The name and address of the Proposer and the RFQ No. 209 shall be clearly marked on the face of the envelope. If Proposer has already submitted the initial Request for Qualifications response prior to receiving the addendum, addenda must be submitted in a sealed envelope and marked in the same manner as the original Request for Qualifications.

- p) CSN and TMCC accept no responsibility or liability for any costs incurred by a responding firm. There is no guarantee that submitting a proposal to this Request will result in the execution of a contract.
- q) CSN and TMCC reserves the right to contract for less than all of the services identified herein.
- r) The contents of your proposal or other information submitted to CSN and TMCC are subject to public release upon request. The proposer shall mark as "proprietary" those parts of its proposal that it deems confidential and proprietary. However, the proposer is alerted that this marking is advisory only and not binding on CSN and TMCC. If there is a request from the public to inspect any part of the proposal so marked, CSN and TMCC will advise the Proposer and request further justification in support of the "proprietary" marking. If CSN and TMCC determines, after receipt of the justification, that the material is releasable, the proposer will be notified.

2. **LATE PROPOSALS**

Formal, advertised Request for Qualifications indicate a time by which the proposal must be received in the CSN Purchasing Department. Any proposal received after that date and time will be rejected and will not be considered or will be returned unopened upon request by, and at the expense of the Proposer. Proposer is responsible for ensuring third party deliveries arrive at the time and place as indicated in this document.

3. **PUBLIC OPENING OF RFQ's**

At the date and time stated in this Request for Qualifications, all proposals will be opened publicly and the name of the respondents will be recorded. To maintain confidentiality of all responses, no other information will be revealed at the opening or during the evaluation process. Prospective Proposers, their authorized agents and other interested parties are invited to be present.

4. **WITHDRAWAL OF PROPOSAL**

Any prospective Proposers may request withdrawal of a posted, sealed RFQ prior to the scheduled opening time provided the request for withdrawal is submitted to the CSN Purchasing Department in writing, or presents themselves in person with proper identification to the CSN Purchasing Department and verbally requests the proposal be withdrawn and signs for its receipt.

**SECTION C**  
**EVALUATION OF PROPOSALS**

- a) Preference may be given to firms that have prior experience working with higher education institutions or with other public sector entities.
- b) At the date and time stated in this Request, all proposals will be opened publicly and the name of the respondents will be recorded. To maintain confidentiality of all responses, no other information will be revealed at the opening or during the evaluation process.
- c) CSN and TMCC may, at its sole discretion, create a “short list” of firms based on their evaluation scores to this Request and invite those firms to submit a proposal to a Request for Proposal (RFP). At this time, this RFQ is exploratory in nature and there is no guarantee that top scoring Proposer(s) will be invited to participate in an RFP. CSN and TMCC may, at its sole discretion and if in the best interest of either or both colleges, make an award of contract based on the Proposer’s response to this RFQ and the criteria herein.
- d) Evaluation of proposals to this RFQ will be made by a single committee formed by CSN and TMCC employees. CSN and TMCC intend to form separate evaluation committees for the RFP phase of this solicitation.
- e) CSN and TMCC will be the sole judges as to the acceptability, for their purposes, of any and all proposals.
- f) Any letters of recommendation that are submitted with the response, but not specifically requested, will not be evaluated.
- g) CSN and TMCC will accept statements of qualifications that address the Proposer’s experience and expertise regarding salary/compensation consulting. The Proposers will be evaluated based on their responses to the items outlined in this Request in the section labeled “Evaluation Criteria”. During this evaluation, Proposers’ proposals will be evaluated using the criteria and corresponding points listed below.
- h) CSN and TMCC will evaluate the proposals and may select one or more firms for continued discussions, which will include, but may not be limited to, requesting information and specifications provided in a more refined cost proposal and scope of work.
- i) An evaluation committee shall evaluate proposals according to the evaluation criteria stated below:

<b>Weighted Evaluation Criteria</b>	<b>Possible Points</b>
1. Qualifications	40 (Tab 2)
2. Approach	10 (Tab 3)
3. Experience Specific to Higher Education/Public Sector	40 (Tab 4)
4. References	<u>10 (Tab 5)</u>
<b>Total Possible Points</b>	<b>100</b>

**TAB 1 COVER LETTER**

Clearly indicate the single contact and authorized representative of your company with mailing address, telephone and facsimile numbers. The representative certifies that the information provided in response to this Request for Qualifications is true and accurate.

The cover letter should be addressed to:

**Rolando M. Mosqueda  
Director of Purchasing  
Financial Services  
College of Southern Nevada  
3200 East Cheyenne Avenue  
North Las Vegas, NV 89030-4228**

## **1. Qualifications (Tab 2)**

Proposers should address the following in their submittal:

Provide a brief history, going back to inception, of your company, parent organization, or firm and any affiliated companies or entities.

Discuss the ownership structure of your company.

List the number of employees, professional and support, in each function and/or location of your consulting division; include any professional certifications and recognitions.

Provide verification that your company has a current Nevada business license, information demonstrating good standing with the State of Nevada, confirmation that if selected to contract with CSN or TMCC that a Nevada business license will be obtained, or is exempted from such requirement.

List any senior level hires and departures in your company over the last two years. Indicate reason of departure.

Within the last five years, has your company (or parent) been involved in any business litigation or legal proceedings relating to your consulting or other activities? If yes, please provide an explanation and indicate the current status or disposition.

Identify key individuals within your company that will be providing consulting services to CSN and TMCC. Provide detail on backgrounds and experience of the specific individuals who would be working on CSN and TMCC activities. Additionally, address the following:

- Provide a detailed resume for the consultant(s) you would assign to actually provide services to CSN and TMCC.
- Would this consultant(s) be located locally?
- Describe your plan for making the consultant team available to interact with CSN and TMCC leadership and staff.

Describe in detail your company's depth and experience in consulting clients in matters regarding compensation/salary program review and options.

Provide detailed information on your experience working with clients in creating compensation programs and plans that address specific aspects of their business or mission.

Disclose any potential conflicts of interest, or appearance of conflict, which might arise if you were selected. Such disclosure should include compensation, which may be paid in either hard dollars or soft dollars by any source to your firm.

Disclose any conflicts of interest you may have with CSN, TMCC, NSHE, the BOR, its personnel, or the State of Nevada Legislature.



## **2. Approach (Tab 3)**

Based on the findings and suggestions identified in the Task Force Report (attached and linked as Appendix A) provide your firm's initial recommendations for CSN going forward relative to compensation/salary options for academic faculty and administrative faculty, and initial recommendations for TMCC going forward relative to compensation/salary options for academic faculty only.

Propose a comprehensive communication plan, including strategies to communicate the review process and its outcomes within the College environment, and describe why this would be an essential component of the analysis and assessment functions.

Review and provide recommendations on the design of salary administration policies, methodologies and/or tools in order to support efficient ongoing compensation equity practices.

Provide information relating to your company's commitment to making this process transparent and to communicate all aspects of the project within appropriate disclosure parameters including findings, analysis, and recommendations.

Provide proposed compensation concepts/alternatives/factors CSN and TMCC should consider and any management/administrative fees that would be part of the design.

Develop and recommend guidelines to evaluate accretion of duties and the level at which it becomes appropriate to promote or to increase salary.

Provide information about your company's approach to data analysis and formulating recommendations.

Discuss in detail how, if selected, your firm will gather relevant and pertinent information which will be used to inform your firm's recommendations and services for CSN and TMCC.

Identify an appropriate timeline for the project and the implementation of the recommendations your firm would make.

## **3. Experience Specific to Higher Education/Public Sector (Tab 4)**

Proposers should address the following in their submittal:

Identify prior experience in this area including compensation/salary consulting for higher education institutions or other public sector entities.

List the number and names of higher education institutions/public sector clients your firm has provided compensation/salary consulting services and describe the scope and outcome of those services. Please list the dates of service for each client.

## **4. References (Tab 5)**

Proposers must provide a specific list of contacts that can be used as references for similar work/services as which is being sought in this Request. Please provide name of contact, phone number, and email address. Proposer must provide at least three (3) but no more than six (6) references.

Define the specific services and activities performed for existing and past clients including highlighting any and all differences in those services/activities between different clients, and the specific time periods for which your company had contracts with these clients.

Describe if the Proposer has had a contract terminated for default in the past five (5) years. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance or if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Submit full details of the terms for default including the parties' name, address, and telephone number. Present the Proposer's position on the matter. CSN and TMCC will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. Indicate if no such termination for default has been experienced by the Proposer in the past five (5) years.

Furnishing incorrect or incomplete reference information may lead to the Proposer's elimination from consideration for award. The decision to eliminate a Proposer from consideration for poor reference checks, or for incorrect and/or incomplete reference information shall be at the sole discretion of CSN and TMCC and shall not be subject to appeal.

#### **5. Supplementary Materials (Tab 6)**

At Proposer's option, Proposer can provide supplementary materials to support the Proposer's qualifications for this project. Do not send marketing brochures or letters of recommendation. Proposers are encouraged to provide any additional information relevant to how they would approach providing services to CSN and TMCC for the services requested in this RFQ.

Proposer is also encouraged to include contract terms and conditions the proposer will be expecting to negotiate if they are selected. A sample contract the Proposer typically uses for similar projects is acceptable.

## **SECTION D** **BACKGROUND**

In 2012, a Nevada System of Higher Education (NSHE) task force was convened to review and make recommendations pertaining to the current structure of the existing Academic Salary Schedules for the universities, state college, and community colleges. A separate subcommittee of that task force was formed to review and make recommendations associated with the Community College Academic Salary Schedule.

Based on the work of that committee/subcommittee, it was recommended that Nevada's community colleges migrate from the current Column/Step salary structure to a salary structure similar to that used by the universities and state college which utilizes Grades (Grades are similar to the previously used "Columns" which are based on educational credentials) and ranges (minimum, quartile one, median, quartile three and maximum). Each additional year of work experience (as determined by the institution) will equate to an additional increase of 2.5% in the annual base salary. Additionally, salary increases may occur as a result of the work of the Tenure and Professional Advancement Committee, Cost of Living Adjustments, Merit Awards, Salary Equity Adjustments, Award of Tenure or Promotional/Rank/Benchmark Advancement.

### **BACKGROUND INFORMATION:**

#### **Current Salary Administration Program: Academic Faculty**

The College of Southern Nevada (CSN) and Truckee Meadows Community College (TMCC) use the Academic Salary Schedule – Community Colleges for initial salary placement and salary advancement for academic faculty. Placement on the Academic Salary Schedule is based upon two components:

1. The first component (Column Placement) is based on educational achievement. The more degrees and/or accepted educational credits an applicant has earned results in the individual being placed in a higher column. For example those with less than a Bachelor's degree will be placed in Column 1 while those with a Doctorate degree will be placed in Column 5. Once employed an employee wishing to move to a higher Column does so by following the College's policies and procedures administered by the Faculty Senate's Tenure and Professional Advancement Committee (TPAC).
2. The second component governing initial salary placement on the Academic Salary Schedule is the number of years (full-time equivalent) of relevant teaching and/or vocational experience an applicant possesses. A maximum of 10 years of experience can be used for initial salary placement and will result in an initial placement at Step 7.

An exception to the initial placement is provided for those pre-defined areas that have been deemed difficult to recruit. Initial placement is determined by recommendation from the Faculty Senate and/or Human Resources, concurred by the President, and approved for designation as difficult to recruit.

3. At CSN, additional consideration for initial hire placement and/or contract type is provided for Nursing faculty as prescribed by the Board of Regents policy for enhanced 12-month contracts for academic Nursing faculty.

Step movement on the existing Academic Salary Schedule is achieved as a result of employment longevity. Provided the necessary funds have been approved through the budgetary process, each fiscal year of employment results in the increase of one (1) step on the Academic Salary Schedule.

As a result of economic conditions across the country and in particular within the State of Nevada, salaries were frozen in July 2009 (no merit or cost of living increase) and a limited voluntary furlough program was initiated. In July 2010 a mandatory furlough and salary decrease was implemented.

An unintended consequence of this prolonged salary freeze and reduction has been that salary compression and equity issues have arisen. Using the current Column/Step Academic Salary Schedule methodology, CSN and TMCC have hired new academic faculty members. Since the current initial placement methodology places newly hired academic faculty employees based on their educational credentials and their work experience at the time of initial hire and given that existing faculty salaries have been frozen, a situation has been created whereby newly hired instructors are earning more than existing instructors whose salaries have been frozen even though those existing faculty members may have equivalent or even superior qualifications. This has created a chronic case of salary inequity/compression within the academic faculty ranks, particularly at Steps 1-7.

An additional complication arises in the transition from the former salary schedule to the new salary schedule. Implementation of the new Academic Salary Schedule brings a number of faculty members in the lower Steps of the old schedule up to a "minimum" (bottom of the Range) on the new salary schedule. These salary raises to the minimums occur July 1, 2013. While pay raises are beneficial to the recipients, raising the salary level of faculty members with few years of experience (as little as one) to an equal or close-to-equal salary level with faculty members who have many years of experience (as many as ten or more) exacerbates the aforementioned issue of compression and creates further inequities that must explicitly be addressed in an equity study.

CSN and TMCC also place certain faculty positions identified as "difficult to recruit" based on salaries that have been designated through a Salary Variance Committee process under the purview of the Faculty Senate as "market factor" positions. The salaries for these market factor positions are determined by the prevailing market rates for a given discipline within a specified geographic job market (e.g., the Las Vegas metropolitan area). Employees hired under the Market Factor Schedule commonly earn more initially than those placed on the Academic Faculty Salary Schedule, however market factor employees are not eligible for Tenure and annual step increases. They are eligible for Cost of Living Adjustments and Merit Pay adjustments. Market Factor positions have not been reviewed since the imposition of the salary freeze/reductions and are therefore also in need of being reviewed by the consultant hired for this project to ensure equity with the prevailing salaries for the various disciplines within the Las Vegas metropolitan area.

Under provisions adopted by the Board of Regents, the President and Faculty Senate must develop a Salary Equity Plan and appropriate salary adjustments should be made before existing salary schedules are updated.

Additionally, a change in the benchmark that establishes how the salaries are funded for Academic Faculty members employed at the Community College has been approved by the Board of Regents (see the Procedures and Guidelines Manual, Chapter 3:<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents1/procedures-guidelines-manual/> and the Board of Regents Handbook Title 4, Chapter 3 <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents1/handbook/>). The revised program for establishing salary schedules provides for a change in methodology that includes the change from columns to grades; provides an initial indexing threshold for community college schedules based on the national university faculty peer group for land grant colleges; and future objective to increase the indexing threshold; and a process for on-going equity analysis and an implementation process.

#### **Current Salary Administration Program: Administrative Faculty**

The College of Southern Nevada utilizes an Administrative Salary Schedule that is comprised of eight (8) tiers. Positions whose duties are deemed less complex with limited accountability and responsibility are placed in the lower number tiers. Positions with very complex job duties and extensive responsibility and accountability are placed in the higher number tiers.

For each of the salary tiers contained within the Administrative Salary Schedule a wide compensation range with established minimum, median and maximum salaries has been created.

## CSN RFQ #209

In 2008, CSN engaged a compensation consultant to review all job descriptions assigned to each administrative faculty/professional staff position. Based on the review of the job descriptions and individual and/or group meetings with employees, the consultant recommended where each position should be placed within the salary tier structure. This recommendation was shared with the senior leadership at CSN for review/discussion resulting in some revisions to the consultant's recommendations. In August 2008, each administrative faculty/professional employee received a letter informing them of the placement of their position on the salary schedule and also outlining the process that an employee could use to contest their placement.

CSN and TMCC are requesting compensation/salary options that both colleges could utilize based on the information provided above. CSN is seeking consultant to review and recommend salary options for their Academic Faculty and Administrative Faculty. TMCC is seeking consultant's services for Academic Faculty only.

The consultant hired through this solicitation is not guaranteed any specific work beyond general consulting services for CSN and TMCC relative to compensation/salary consulting and proposed alternatives to the current model.



**SECTION F  
LIST OF SUBCONTRACTORS/ TIER 2 SUPPLIERS**

**RFQ No.:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**HISTORICAL AND ANTICIPATED COMMITMENT TO TIER 2**

If anticipated to exceed \$1,000,000 at any time during the life of the Contract provide the following reporting information:

Proposer's historical and anticipated commitment to Tier 2 MWDBE and Local Business Enterprises. At a minimum, Proposer must provide historical information for the most recently completed fiscal year (July 1 through June 30) and their anticipated commitment to the current fiscal year in which this RFQ is issued.

A listing of Tier 2 suppliers, including Local Business Enterprises and MWDBE suppliers, that will be given the opportunity to be considered and/or utilized as Subcontractors for any work performed as a result of this RFQ. The listing must include the following information:

- The name, city and state
- Type of Tier 2 status (local, women owned, minority/and or disadvantaged)
- Any certification of such status including the entity granting the certification if applicable

**I. CONSIDERED SUBCONTRACTORS/ TIER 2 SUPPLIERS**

**Company Name:** \_\_\_\_\_ **Federal Tax ID No.:** \_\_\_\_\_

**Nevada Business License No.:** \_\_\_\_\_ **Business License Exp. Date:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Business Status** (in accordance with *General Terms and Conditions*):

- |   |                          |                                 |                          |
|---|--------------------------|---------------------------------|--------------------------|
| Minority Business Enterprise (MBE)          | <input type="checkbox"/> | Small Business Enterprise (SBE) | <input type="checkbox"/> |
| Women-Owned Business Enterprise (WBE)       | <input type="checkbox"/> | Local Business Enterprise (LBE) | <input type="checkbox"/> |
| Disabled Veteran Business Enterprise (DVBE) | <input type="checkbox"/> |                                 |                          |

**Certification No.:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_

SECTION F  
LIST OF SUBCONTRACTORS/ TIER 2 SUPPLIERS

RFQ No.: \_\_\_\_\_

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

II. UTILIZED SUBCONTRACTORS/ TIER 2 SUPPLIERS

Company Name: \_\_\_\_\_ Federal Tax ID No.: \_\_\_\_\_

Nevada Business License No.: \_\_\_\_\_ Business License Exp. Date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Business Status** (in accordance with *General Terms and Conditions*):

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women-Owned Business Enterprise (WBE)
- Local Business Enterprise (LBE)
- Disabled Veteran Business Enterprise (DVBE)

Certification No.: \_\_\_\_\_ Issued by: \_\_\_\_\_