

North Idaho College, RFP #24-02, Consulting Services: Compensation Study

December 11, 2025

- Will the consultant be required to verify the current duties and responsibilities for incumbents as a component of this work?
 - Yes.
- Are any employee groups excluded in the scope of this compensation study?
 - No, we are hoping for a full review of all employee groups.
- What market sources, if any, does NIC currently use for analysis? Will this data be made available to the consultant?
 - We participate in many surveys but do not currently have analysis built into our process for decision making, we need recommendations on how to best utilize data to integrate into our compensation philosophy.
- Approximately what portion of current positions and/or job titles have market matches or benchmark jobs associated with them?
 - To my knowledge, none, they were placed into job families 15 years ago and only change with an outdated reclass process.
- Are CIP codes assigned to all faculty jobs, and will these assignments need to be validated?
 - CIP codes are assigned to faculty job descriptions and probably will need to be validated.
- Can you confirm that NIC is not expecting a redesign of job architecture (i.e., new job families, subfamilies, job profiles, or job descriptions) as an outcome of this work?
 - No, that is exactly what we are expecting. We are hoping for, a redesign of job architecture as an outcome of this work.
- Does NIC expect the completion of a custom survey to inform market alignment, or is the institution open to using data cuts from established, methodologically rigorous surveys such as CUPA-HR?
 - We are open to using data cuts from established surveys such as CUPA-HR.
- Regarding RFP section 2.B.I, can you clarify the expected outcomes of the task “written recommendations that may exceed the completion of the salary study”?
 - We recognize that our current structure is so outdated we may not be aware of a change that needs to be made, we also understand that some recommendations may be for future years to build up to after the study is over. This opens up for the ability to receive recommendations for things we may not have considered and for future considerations of improvement.

- The RFP states the College has a compensation philosophy. As part of the scope, are you looking for a review/validation of the current compensation philosophy?
 - We have an outdated philosophy we need review and assistance in developing a new one.
- Does the College have identified peer and/or aspirant groups for compensation comparison purposes?
 - No, we would like recommendations.
- Does the compensation philosophy have targeted levels of compensation such as market median?
 - It was at one time, it is outdated.
- Did the College participate in the CUPA HR 2025/2026 collection of surveys for administrative, professional, staff, and faculty? Will the College purchase and have access to CUPA HR's Data OnDemand?
 - Yes.
- Does the College utilize other surveys in addition to CUPA's Data OnDemand, and if so, what are they?
 - We participate in them but do not currently utilize them to factor into our current pay system, we are open to recommendations on how to best include them into a new pay philosophy.
- How current/accurate are position/job descriptions today?
 - About 70% accurate.
- To clarify, the scope of work includes ~200 full-time staff (128 classified/nonexempt and 170 professional/exempt) covered by 200 job descriptions. Is this accurate?
 - Yes and no, it would include 500 full time staff and faculty with 212 unique job descriptions.
- How many discrete jobs will be included for non-faculty?
 - There are 212 unique job descriptions including faculty and staff.
- Do your faculty members use ranks, if so what are they?
 - Assistant professor, associate professor, professor. However, their pay is not currently tied to the ranks it is related to tenure and longevity but we are open to recommendations.
- Does the College have a current job evaluation methodology that it uses to assign non-benchmark jobs to salary grades?
 - Yes but we want it reviewed and revised.

- Does the institution currently have a set of existing pay guidelines for revision? Or is the expectation to develop new pay guidelines?
 - Yes and Yes.
- Are there known internal equity or pay compression issues that exist today? If so, can you provide any details?
 - Yes, it was developed 15 years ago and there is a lot of compression in many areas.
- Is there a desire to conduct a full pay equity study on the basis of ethnicity, gender, race, etc.?
 - Not required but could be helpful.
- Has a budget been set aside for this project and any resulting recommended implementation costs?
 - Yes.
- Is assistance with communications support being requested? If so, what level of support is required?
 - Yes, possibly employee leadership and board communication.
- Can you please provide the name of the consulting firm who conducted the previous studies?
 - No.
- What role, if any, will the representatives of staff and faculty have in the study?
 - We will have significant representation from both final representation TBD.