

Comp Study RFP2026 Answers to Vendor Questions

1. Does RMTA have a current formally adopted compensation philosophy and if so, where may a copy be obtained?

The RMTA's compensation philosophy incorporates a total rewards strategy. The elements that contribute to Total Rewards are: compensation, benefits, work-life effectiveness, recognition, performance management and talent development.

2. Beyond the March 12 presentation to the Board of Directors Compensation and Benefits Committee, is there any other requirement to interact with the committee or involvement of the committee that is required to be built into the consultant's work plan?

The consultant should provide a preliminary report to the Director of Human Resources by March 12th, with an expectation to have a pre-committee meeting "prep" session with the Chief Executive Officer, Chief of Staff and Human Resources to review the recommendations and progress.

*The Board Compensation and Benefits Committee meeting will be held on **March 17, 2026**. The consultant will be expected to present preliminary recommendations to the Committee. While in-person attendance is preferred, virtual participation is acceptable.*

3. When was the last time RMTA wholistically updated a.) your classification plan, b.) your compensation plan, and c.) which firm completed the study?

The RMTA updated our classification plan in 2019 and the compensation plan in 2023. PaypointHR conducted the 2018/2019 and 2023 studies.

4. We note in the RFP materials on page 2, three (3) positions for immediate review and on page 3 five (5) positions. Please clarify the total number of positions due by March 12, 2026, and are these positions in the same occupational category, i.e. clerical, engineering, etc.?

Thank you for catching the error. We have five (5) positions for immediate review. They are in the same occupational category: management.

5. Have there been any pay equity and/or disparity issues been identified that you can share?

There are no pay equity and/or disparity issues that have been identified.

6. Does RMTA want job descriptions updated?

The RMTA will provide the hired consultant with updated job descriptions.

7. Does RMTA want the hired consultant to conduct a benefits survey?

While the RMTA does not require the hired consultant to conduct a comprehensive benefits survey, we request a comparative analysis of our benefit offerings from information gathered through the external compensation survey.

8. Is there any flexibility in the timeline? Completing a preliminary report by March 12 and a final by March 17 is a tight turnaround for the scope of work.

We appreciate and respect your question about the timeline. The preliminary report by March 12th is for the five (5) designated positions. All of which are in the same occupational category.

A preliminary report for the full compensation and classification plan is requested to be presented by April 30, 2026.

9. What is the driver of this project? Why request this study now?

The RMTA attempts to conduct a compensation study every 3-5 years to remain relevant and competitive. Additionally, we are modernizing our business and have new roles for which we wish to confirm appropriate classification and compensation.

10. When was the last time a market study was performed? Does RTMA purchase any surveys?

The last market study was performed in 2023.

The RMTA often participates in industry classification and compensation studies. However, we do not routinely purchase surveys.

11. Do you have any recent engagement surveys you can share with us?

Due to propriety stipulations, we will only share our recent compensation study and the corresponding surveys with the hired consultants.

12. Is there is separate process necessary for the executive roles? If so, how many executive roles are there?

There is not a separate process necessary for the executive roles.

We have six (6) executive roles.

13. Is a benefits study for a total rewards assessment in scope?

While the RMTA does not require the hired consultant to conduct a comprehensive benefits survey, we request a comparative analysis of our benefit offerings from information gathered through the external compensation survey.

14. Are stakeholder interviews in scope?

Interviews are included in the scope.

The RMTA does not have a required number or format for interviews. They may be conducted either individual or as a group. Virtual interviews are acceptable.

15. Can we receive a list of the jobs in scope?

The current classification and compensation plan includes 27 full-time position titles, 1 part-time position title and 21 job grades.

We will provide the hired consultant with a list of the jobs and current classification.

16. Does the copy of our contract count towards the 25-page limit?

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17. Is this study limited to five job titles? If not, please clarify. If so, what are the titles and how many incumbents are in each job title?

The current classification and compensation plan includes 27 full-time position titles, 1 part-time position title and 21 job grades. All 28 position titles are included in the study.

Five (5) of the twenty-eight (28) positions have been identified for immediate review. They are in the same occupational category: management. Chief Executive Officer, Chief of Staff, Director of Operations, Director of Finance, Procurement and Revenue Assurance Manager. Each title has one incumbent.

18. Our understanding is that proposers are required to submit three (3) hard copies delivered to RMTA, along with one (1) digital original submitted via email. Please let me know if this is correct.

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19. Please confirm that the full scope includes evaluation of all 28 position titles (27 full-time and 1 part-time), with priority sequencing for the designated positions.

This is correct.

20. Please confirm whether updated job descriptions will be provided by RMTA or whether the consultant is expected to substantially revise or rewrite job descriptions as part of the study.

The RMTA will provide the hired consultant with updated job descriptions.

21. For the interim deliverable, please confirm whether the “five designated positions” supersede or include the initially referenced three positions.

Thank you for catching the error. We have five (5) positions for immediate review. They are in the same occupational category: management.

22. Please confirm expectations regarding employee interviews: estimated number, format (individual vs group), and whether virtual interviews are acceptable.

The RMTA does not have a required number or format for interviews. They may be conducted either individual or as a group. Virtual interviews are acceptable.

23. Are job descriptions up to date or will the consultant be expected to analyze and revise the descriptions (other than position titles)?

The RMTA will provide the hired consultant with updated job descriptions.