**American Association of
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RFP No. FY24-RFP 34594 - Compensation Study RFP

Questions & Responses

General Questions

1. **How many employees will be included in this project scope? Are any of these employees covered by a collective agreement?**
   Total employees = 203 employees/ no employees part of collective bargaining agreement/union.

2. **How many jobs will be included in this project scope?**
   Approximately 116

3. **How many geographic locations will be included in this project scope? Is it possible to have a list of these locations?**
   We have employees located in 28 different states. Employees outside of the DC metro area work 100% remotely. The 28 states, include a majority which live in, DC, Maryland, and Virginia. Staff living in DC, MD and VA work primarily remotely, with possible in office days quarterly or monthly. Please see the attached list of locations and the number of employees in each location.

4. **Does AAMVA currently use an internal job leveling (ranking) methodology? If so, can you please describe?**
   Yes, AAMVA uses job leveling and ranking for Information Technology (IT) positions to distinguish between a lead, senior vs. non senior level roles. We would like more structure with job level recommendations for non-technical positions.

5. **Does AAMVA have job descriptions that will be available for this project?**
   Yes

Bonus Questions

6. **Is there an individual component and is the performance management process used to assess it or are there individual goals?**
   AAMVA has an organization-wide bonus plan that is based upon overall employee performance and funding availability. The bonus is discretionary and distributed at the division level. Division Vice Presidents and managers will have the discretion to provide bonuses to top performers. Though not specific to minimum performance ratings, bonuses are awarded based on a number of criteria, generally including, but not necessarily limited to performance rating, special projects, major deliverables, team performance, individual growth, and the impact of work on overall AAMVA success. Eligible employees must be hired by March 31st of the current fiscal year. The bonus payout total is approved by the Board each year with consideration to funding availability.

7. **Does AAMVA have a defined compensation philosophy that the current bonus structure is in support of?**
   No, the bonus is awarded based on a number of criteria including performance rating, special projects, major deliverables, team performance, individual growth and the impact of work on overall AAMVA success. The bonus payout total is approved by the Board each year with consideration of funding availability. The final bonus percentages are applied to the employee's annual salary for the prior year.

8. **Is the bonus structure tied to the leveling methodology or is it tied to salary grades?**
   No

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1. **Please provide a breakdown of your headcount of employee groups in-scope:**
   a. *Executive: 5*
   b. *Staff: 203*
      i. *Exempt: 192*
      ii. *Non-exempt: 6*

2. **Does AAMVA have a compensation philosophy? If so, are making any updates to that within the scope of the project?**
   Our Compensation Management is as follows: AAMVA will pay competitive salaries, relative to the geographic location in which the employee is based. Competitive salary ranges are provided based on the market value for comparably valued positions. AAMVA is committed to an equitable, fair, and consistent methodology in conducting compensation evaluations.
   No, AAMVA does not have a compensation philosophy.

3. **How many unique in-scope positions are included in your organization?**
   Approximately 116.

4. **How many locations are AAMVA employees located in?**
   AAMVA has one HQ location in Arlington, VA. However, employees outside of the DC office work 100% remotely. AAMVA employees live and work from 28 different states, including a majority that live in, DC, Maryland, and Virginia.

5. *Are any of your positions considered to have a sales metric?*
   Yes, we have one Sales Manager incumbent.

6. **If executives are included in the scope, do you want to use only survey data or would you want to create a custom peer group for market pricing this population?**
   Only use survey data for the executive group.

7. **Who do you consider your peer group?**
   Associations, nonprofit organizations, for-profit, and other sectors hiring similar technical and professional positions.

8. **What surveys were referenced during the 2019 study? Are you expecting the same sources to be utilized?**
   Compensation data includes information gathered from the American Society of Association Executives (ASAE), PRM Consulting, Willis Towers Watson, and Washington, Society for Human Resource Management (SHRM) as sources. We are open to the same and other relevant surveys for the current study.

9. **What type of salary structure does AAMVA currently have (i.e. a core structure with grades and geo diffs applied)?**
   AAMVA uses an internal salary structure and scale (grading system) for technical and professional positions within the organization. Existing and new positions are slotted in the appropriate category based on position type and responsibilities, assigned a corresponding salary grade. We currently do not apply geographical differences in salary and would be open to recommendations from the vendor on this topic.

10. **What current HRIS system does AAMVA have?**
    We use ADP Workforce Now.

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11. **Please provide additional clarity on your current bonus structure (i.e., short-term incentives, long-term incentives, spot bonus, sales incentives, etc.).**
    The bonus is awarded based on a number of criteria including performance rating, special projects, major deliverables, team performance, individual growth and the impact of work on overall AAMVA success. The bonus payout total is approved by the Board each year with consideration of funding availability. The final bonus percentages are applied to the employee's annual salary for the prior year.

12. **As a result of this project, does AAMVA need additional support in terms of strategic communications as a result of any compensation program recommendations (i.e. stakeholder engagement plan, formalized manager/employee training)?**
    No, not at this time.

1. Scope:
   a. **How many job titles does AAMVA currently have? How many will be in scope for this study?**
      We have approximately 116 job tiles and they will all be included in the scope of this study.
   b. **Will the scope of the study include the CEO and C-Suite?**
      Yes
   c. **Does AAMVA currently have a classification/job architecture framework? If not, is the vendor expected to create a classification/job architecture framework?**
      Yes, AAMVA has a framework that consists of job families, jobs, positions, pay grades and salary ranges.

2. Data:
   a. **Job descriptions**
      i. **Will all covered job titles have a job description?**
         YES
      ii. **How often are the job descriptions refreshed?**
          As needed; however, we recently completed a review and update of all job descriptions.
   b. **Does AAMVA have an up-to-date organizational chart?**
      Yes
   c. **Does AAMVA participate in any compensation/benefits surveys? If so, will the vendor gain access to the survey results?**
      Not at this time.

3. Project:
   a. Past Reviews:
      i. **When was the last time AAMVA conducted this type of review?**
         2019
      ii. **Who conducted the review?**
          Willis Towers Watson
      iii. **Will the vendor have access to the report?**
           Yes, we can provide access to the report with the selected vendor.

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b. **Does AAMVA have a formal compensation philosophy/strategy?**
Our Compensation Management is as follows: AAMVA will pay competitive salaries, relative to the geographic location in which the employee is based. Competitive salary ranges are provided based on the market value for comparably valued positions. AAMVA is committed to an equitable, fair, and consistent methodology in conducting compensation evaluations.

c. **Does AAMVA have a peer group that it uses to benchmark its compensation practices?**
Associations, nonprofit organizations, for-profit, and other sectors hiring similar technical and professional positions.

d. **To confirm, we are looking at the benefits prevalence rather than conducting a valuation of benefits, correct?**
We would like a benefit analysis benchmarked against comparable organizations to determine how competitive AAMVA benefits are and recommendation on additional offerings which should be included.

e. **Does AAMVA require a final report of all the findings listed in the RFP? Board presentation?**
Yes, we would like a final report and presentation to the Executive Leadership Team (ELT) of all findings listed in the RFP. ***Do we want the vendor to do a presentation to ELT or would we do so?***

- Approximately how many people are employed by AAMVA?
203 employees
- **How many unique titles (i.e., Accountant is distinct from Senior Accountant) does the employee population occupy?**
Approximately 116 job titles.