



Request for Quotes:

Executive Compensation Study Services Consultant

**Proposals Due: 5:00 PM EST
October 28, 2020**

**Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222**

**Date Released:
September 28,
2020**

Partner4Work (TRWIB, Inc.) is an equal opportunity employer.

Auxiliary aids and services are available upon request to persons with disabilities.

Who We Are

TRWIB, Inc. (dba “Partner4Work”) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work (hereafter “P4W”) delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

Purpose of this RFQ

The purpose of this Request for Quotes (RFQ) is to select an Executive Compensation Study Services Consultant (hereafter “Consultant”) to provide compensation consultant services for Partner4Work. The awarded Consultant will be engaged to evaluate executive compensation (base and variable pay) and the executive benefits package (including but not limited to 401(k), profit sharing, incentives, bonuses, health and life insurance) by providing ad hoc compensation consulting services per the scope of services outlined below.

Scope of Services

P4W is searching for a compensation consultant that can provide professional analysis, guidance and recommendations for administering a comprehensive executive compensation plan. The compensation consulting firm shall analyze the data provided and simultaneously conduct a compensation survey of comparable positions in other entities of similar size and scope.

The Consultant should use or consider the following as part of the compensation study:

- Benchmark similar positions in like organizations to determine adequate compensation for the positions of
 1. Chief Executive Officer
 2. Chief Strategy and Innovation Officer
 3. Chief Financial Officer
 4. Chief Program Officer
 5. Chief of Staff
 6. Director of Human Resources
- Job descriptions will be provided, and interviews may be conducted as necessary to better understand the scope and coverage of those positions within Partner4Work.
- Determine limits in compensation under the funding and structure of Partner4Work as a Workforce Development Board under the Workforce Innovation and Opportunity Act (WIOA).
- Create a report with determinations of base pay, variable incentive, benefits, and prerequisites for the positions identified.

- Analyze Chief Executive contract for competitiveness, adequacy, and identify opportunities for incentives.
- Advise Partner4Work's Executive Compensation Board Committee (the Executive Committee of the Board) on any proposed or new regulatory changes affecting executive compensation practices.
- Issue needed “Rebuttable Presumption of Reasonableness” letter under IRC Section 4958.

Deliverables:

1. Report detailing the required information for each of the positions

- Chief Executive Officer
- Chief Strategy and Innovation Officer
- Chief Financial Officer
- Chief Program Officer
- Chief of Staff
- Director of Human Resources

Include salary ranges, incentives, benefits, and typical prerequisites of these positions.

Methods and comparable data to be described thoroughly and submitted with the report.

2. Separate Executive contract evaluation report with details and methods thoroughly included.

3. Report detailing review of proposed or new regulatory changes affecting executive compensation including regulations affecting the Partner4Work operating environment.

4. Issue “Rebuttable Presumption of Reasonableness” letter under IRC Section 4958.

Budget

The total budget for this project will not exceed \$20,000 (not to include printing costs).

How to Apply

Interested consultants shall submit their quotes in the format as specified below. Lengthy narrative is discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The proposal should be in a .pdf format (zipped if necessary) not exceeding 10 pages in length.

1. **Cover Sheet**-See Exhibit A.

2. **Executive Summary** (2-page maximum) - Name of individual(s)/agency - Primary Contact information (name, address, phone number, email address, website) - Individual(s)/agency history including years in business, names and resumes of the key personnel - Two (2) client references. Indicate the name and position of the person who will be performing the consulting services as

specified in this Request for Quote. Provide a brief resume of the individual(s) background, training and experience.

3. **Project description** (2-page maximum) that describes the strategy and timeline to accomplish the objectives outlined above and the methodology for tracking and meeting project deadlines and reporting monthly hours spent on project activities.

4. **Fee for Services** (any out-of-pocket expenses proposer expects to incur should be detailed) - The hourly compensation rate for providing required services, broken down by personnel, service type, or provided as a blended rate; the estimated number of hours needed to complete the required services outlined above, broken down by service type.

5. **Timeline** Partner4Work expects completed reports within 12 weeks of contract award and execution.

Review and Selection Process

The P4W Executive Committee will review and score proposals according to the required content described in the How to Apply section with attention to clarity, completeness, and quality.

The maximum points any proposal can receive are 100 based on the following criteria:

1. **Organizational expertise:** The applicant demonstrates the capacity and experience to deliver the required deliverables. Maximum: 40 points.
2. **Approach:** Organization understands and describes a proper approach to obtain the required information and create the needed reports in a timely manner: 30 points
3. **Fee:** The applicant provides detailed cost information to support the reasonableness of the project. Maximum: 30 points.

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| ● Release of Request for Quotes | September 28, 2020 |
| ● Due Date for RFQ related questions | October 5, 2020 |
| ● FAQ release date | October 7, 2020 |
| ● Letters of Intent to Quote | October 9, 2020 |
| ● Quotes/Bids Due | 5:00 PM EST October 28, 2020 |
| ● Selection | November 4, 2020 |
| ● Contract Start Date | November 9, 2020 |

Questions

Questions or requests for additional information must be made in writing to rfp@partner4work.org. Answers will be posted at www.partner4work.org to make them available to the public to ensure a fair and transparent process.

Disclaimers

- This Request for Quote does not commit Partner4Work to award a contract.
- Partner4Work may make funding decisions based on the initial proposal received, without discussion of the proposal with the applicant. Accordingly, each proposal should be submitted on the strongest terms that the bidder can submit to Partner4Work.
- Partner4Work retains the right to request additional information from any applicant, before a contract award.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful applicant have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful applicant and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFQ are not in excess of those that would be charged to any other individual for the same services performed by the applicant.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFQs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFQs. Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFQ.

- Please note that requirements contained in this RFQ may change based on revised local, state, and federal rules. Therefore, proposers will be required to make staffing and programmatic modifications to accommodate the changes throughout the life of the agreement.
- The selected contractor(s) will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, etc., prior to contract execution. The list of required documentation will be provided by Partner4Work upon selection through the RFQ process. Partner4Work, in soliciting requests for quotes, shall not discriminate against any person or organization(s) submitting a response pursuant to this Request for Quote because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

APPENDIX A
Request for Quotes Cover Sheet

Lead Applicant: Click or tap here to enter text.

A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution
Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current [DUNS Number](#): _____

Please provide your current [CAGE Code](#): _____

C. Requirements / Documents (*proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them*) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9

D. Additional Requirements

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made

