



Executive Compensation Study Services- RFQ Q&A

1. In the scope of services, what is meant by evaluating the chief executive contract for adequacy? (Is this a comparison of compensation included in the contract against market data? Are you requesting a legal review?) What specific components are being requested in the separate Executive Contract Evaluation Report?

- A. The successful Contractor will evaluate the Chief Executive Officer employment agreement locally and nationally using criteria including non-profit and workforce development board comparisons, geographic information, etc. A legal review is not necessary. Components of the report could include reasonableness of the executive compensation package, recommendations to improve the contract to align with business objectives, and part of governance protocols.

2. What is required in the “Rebuttable Presumption of Reasonableness” letter? Is providing to the board the comparability data as detailed in IRC Section 4958 sufficient?

- A. The successful Contractor is expected to deliver comparability data and it is requested that the proposer include the elements of review for achieving compliance with IRC Section 4958.

3. Should our quote be submitted via email to this email address?

- A. Proposals and attachments must be submitted as a PDF to rfp@partner4work.org. Hard copies will not be accepted.