



REQUEST FOR PROPOSALS

Compensation Study and Analysis

Issue Date: February 18, 2021

Due Date: March 5, 2021

To be considered, proposals must be signed and returned via email to HRrfp@pyninc.org by the due date.



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I. INTRODUCTION

Philadelphia Youth Network Inc. (PYN) is requesting proposals for consulting services to conduct a Compensation Study as described.

II. BACKGROUND

Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce.

Philadelphia Youth Network's income is tax exempt under Section 501(C3) of the Internal Revenue Code. Philadelphia Youth Network complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures. Overall, PYN approximately has 37 full-time employees and 2 part-time employees.

III. SOLICITATION KEY DATES AND TIMELINE

RFP Activity	Dates
RFP Released	2/18/21
Proposal Due Date	3/5/21
Award Notice	3/22/21 - 3/26/21
Commence work	4/1/21

IV. STATEMENT OF NEEDS

The purpose of the Compensation Study is to address changes in PYN's operations and staffing over the past decades, which may have affected the type, scope, and level of work being performed.

PYN's objectives are to:

1. Attract and retain qualified employees;
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together;
3. Provide salaries commensurate with assigned duties;
4. Clearly outline promotional opportunities and provide recognizable compensation growth;
5. Provide justifiable pay differential between positions; and
6. Maintain a competitive position with other comparable non-profit organizations and



private employers within the same geographic areas.

All work will be done with regular involvement of the Director, Human Resources and Vice President of Finance and Administration, and other key personnel will be involved as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the President and Vice President of Administration and Finance upon completion of the project is also expected.

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors.

V. DELIVERABLES

A. Scope of Services

1. Consultant to review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
2. Consultant to recommend and identify a consistent and competitive market position that PYN can strive to maintain.
3. Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey.
4. Develop and conduct an external assessment/compensation survey evaluating benchmark positions by comparing actual job content and duties to comparable positions in other like organizations. External survey should take into account the following components of total compensation to review how other organizations compare to benefits and total compensation offered by PYN:
 - base salary
 - retirement plans
 - health insurance including medical, dental, vision, short- and long-term disability, life and accidental death and dismemberment insurance
 - paid time off including holidays
 - flexible schedule
 - leave plans
 - telecommuting
 - tuition reimbursement
 - employee assistance program
 - top of scale or longevity pay
5. Develop a report analyzing the results for the data from the internal and external assessments, comparing PYN's compensation plan as it relates to other like organizations.
6. Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, internal relationships and pay equity. Prepare a new salary structure based on the results of the survey and best practices.
7. Consultant to develop guidelines to assist with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.



8. Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
9. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
10. Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
11. Consultant to provide system documentation and computer formats/software to administer compensation plan.
12. Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey
13. Consultant to conduct a compression analysis to include any recommendations for implementation.
14. In conjunction with designated PYN staff, design and develop a communication plan regarding the compensation study to inform and educate stakeholders including periodic updates and direction.
15. Prepare a final report with recommendations for a pay structure that supports each job role, has a variety of pay grades each with a 10-step scale with equal percentage of increase between each step, is competitive for our geographical region and provides a foundation and path for ensuring equitable compensation in the future.
16. Consultant to conduct a comprehensive training program for Human Resources Director to ensure that it can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

B. Informational Meetings

1. Consultant to schedule an initial meeting with President & CEO, Vice President of Finance and Administration and HR, to discuss the process and tasks to be performed in the study, and the anticipated dedication required of key PYN personnel.
2. Consultant to meet with department heads to explain study and process to be used.
3. Consultant to provide frequent updates on the progress of the work to Director, Human Resources.

VI. PROPOSAL SUBMISSION

The consultant shall submit a written proposal that presents their qualifications and understanding of the work to be performed. Include all information requested, organized in tabbed sections clearly identified in a table of contents as described in the paragraphs that follow. Any other information thought to be relevant, but not applicable to the enumerated categories, may be provided as a separate appendix to the proposal. The following information/documents shall be included in the proposal package to be considered responsive to the Request for Proposals:



A. Project Approach

Describe your organization and the process it will utilize to deliver the services and/or goods requested. Include the following:

1. A brief summary of your organization including size and structure.
2. Qualifications, background and experience of the project director and other staff to be assigned to the project.
3. Provide a statement describing the scope of work as you understand it. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested. Provide a sample of reports and/or other correspondence.
4. Provide a synopsis prepared for executive review, covering the significant features of the proposal including overall costs and term of work.
5. Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented upon completion. Include any computer/software compatibility information. Consultant may elect to include in the section any innovative methods or concepts that might be beneficial to PYN as long as the minimum requirements set out in this RFP are met.
6. Provide a timeline indicating tasks required and the start and completion dates for each. It is expected that the work will commence as soon as possible after the contract is awarded.
7. A detailed cost proposal, including rates, any travel costs and other expenses.

Please submit proposals to the following e-mail address: **HRrfp@pyninc.org**

B. Experience and Conflict of Interest

1. Copies of business licenses, professional certifications or other credentials, together with evidence that respondent, if a corporation is in good standing and qualified to conduct business in Pennsylvania.
2. Describe your organization's prior experience with providing the type of goods and/or services requested.
3. Please provide two (2) references along with contact names, phone numbers and e-mail address.
4. Please identify any Conflict of Interest or potential Conflict of Interest that may exist and/or of which you are aware.

Please submit all questions regarding this RFP to the following e-mail address: **HRrfp@pyninc.org**

VII. AWARD OF CONTRACT

Each respondent submitting a proposal will be notified of *Philadelphia Youth Network*'s decision.



VIII. CRITERIA AND SELECTION PROCESS

After PYN staff has reviewed the proposals, final selection will be determined. The successful contractor will be required to enter into an agreement for professional services with Philadelphia Youth Network.

Proposals will be evaluated using the following criteria:

Criteria	Points
Quality and thoughtfulness of the proposal.	20 points
Related experience of the contractor and key staff with similar studies.	20 points
References, credentials and/or recommendations from past clients.	15 points
Costs associated with developing, preparing, and presenting the study.	25 points
Ability of the contractor and the contractor's subcontractors to provide the services requested as well as financial stability and availability.	20 points

IX. REVIEW PROCESS

Philadelphia Youth Network may, at its discretion, request interviews/presentations by or a meeting with any or all contractors, to clarify or negotiate modifications to the contractor's proposal. However, Philadelphia Youth Network reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the contractor can propose. Philadelphia Youth Network contemplates award of the contract to the responsive, responsible contractor whose proposal is the most advantageous to Philadelphia Youth Network, based on the highest total points and its decision is final.

X. NOTICE TO CONTRACTOR(S)

All materials provided to Philadelphia Youth Network become the property of Philadelphia Youth Network and may be returned only at its sole discretion. Philadelphia Youth Network is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the contractor as such, and the contractor agrees to indemnify Philadelphia Youth Network against any claim or action to compel disclosure of such portion of the proposal. Philadelphia Youth Network is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of Philadelphia Youth Network, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the



contractor.

The contract, if any, shall be awarded to the responsible contractor whose proposal is most advantageous to Philadelphia Youth Network, based on the evaluation criteria set forth in this RFP. Philadelphia Youth Network may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any Contractor. A selection committee will evaluate the responses based on established criteria, including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful contractor will enter into a written agreement with Philadelphia Youth Network that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of Philadelphia Youth Network.

XI. REJECTION OF PROPOSAL(S)

Philadelphia Youth Network reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a proposal to be rejected. Philadelphia Youth Network may or may not waive an immaterial deviation or defect in a proposal. Philadelphia Youth Network's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a contractor from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in Philadelphia Youth Network's opinion the information was intended to mislead Philadelphia Youth Network regarding a requirement of the RFP.

Philadelphia Youth Network may reject a proposal from a contractor it finds non-responsive. Any person or entity that has substantially assisted Philadelphia Youth Network in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to Philadelphia Youth Network shall constitute the contractor's certification that the proposal is not collusive.

XII. COMPLIANCE WITH LAWS

Any Contractor must contractually agree and certify that it will comply with all applicable federal, state, and local laws and regulations. Any Contractor must contractually agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.