



REQUEST FOR PROPOSAL FOR
Illinois CAA NETWORK WAGE AND BENEFIT STUDY

For the period ending

March 31, 2022

Inquiries and proposals should be directed to:

Christine Westerlund
Illinois Association of Community Action Agencies
3435 Liberty Drive, Springfield, IL 62704
(217) 789-0125 Ext 118
cwesterlund@iacaanet.org

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General Information

A. Purpose

This Request for Proposal (RFP) is to obtain the services of entities that conduct comprehensive wage studies across member organizations/agencies and a comparative study of salaries and benefits of similar positions across the Community Action Network.

B. Who May Respond

Vendors, organizations that are experienced in conducting wage studies across agency programs and positions and produce a summary report detailing findings. (Note: to be referred to as candidate in this document)

C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 3:30 p.m. on November 30, 2021.
2. Inquiries: Inquiries concerning this RFP should be directed to: Christine Westerlund – cwesterlund@iacaanet.org or 217/789-0125, ext. 118
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Candidate and will not be reimbursed by IACAA.
4. Instructions to Prospective Contractors:

Your proposal may be emailed or mailed.

Mailed proposals should be addressed as follows:

Name: Christine Westerlund, Director – Professional Development
Entity: Illinois Association of Community Action Agencies
Address: 3435 Liberty Drive
Springfield, IL 62704

It is important that the Candidate's proposal be submitted in an envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
3:30 p.m. 12/30/2021
Proposal for Illinois CAA Wage Study

Emailed proposals should be addressed as follows:

Email address: cwesterlund@iacaanet.org
Subject line: Request for Proposal-Illinois CAA Wage Study Proposal

It is the responsibility of the candidate to ensure that the proposal is received by IACAA by the date and time specified above. Late proposals will not be considered.

5. Right to Reject: IACAA reserves the right to reject any proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
6. Small and/or Minority-Owned Businesses: Efforts will be made by IACAA to utilize small businesses and minority-owned businesses. A candidate qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
7. Notification of Award:
 - a. It is expected that a decision selecting the successful firm will be made within 30 days of the closing date for the receipt of proposals.
 - b. Upon conclusion of final negotiations with the successful firm, all candidates submitting proposals in response to this Request for Proposal will be informed, in writing, of the results of their bid.
 - c. It is expected that the contract shall be time limited with the expectation of a completion date within four months of the signed contract.

D. Description of Entity

IACAA's mission states: The Illinois Association of Community Action Agencies is the membership organization that provides a unified voice and support to the poverty-fighting network of community action agencies.

IACAA is a nonprofit organization that serves 36 membership Community Action Agencies throughout the State of Illinois. It is a private, nonprofit corporation and exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code. A 14-member volunteer Board of Directors comprised of agency executives of the membership agencies governs IACAA. Administrative offices and all records are located at 3435 Liberty Drive, Springfield, Illinois.

Project Specifications

A. Project Scope

- Conduct, gather and analysis of wages and benefits across Illinois Community Action Agencies staff titles/positions.
- Identify similar/aligned job titles across the network to assist in ease of data collection
- Prepare and disseminate an electronic survey for Illinois CAAs.
- Provide, if needed, a remote learning opportunity for Illinois CAAs to participate fully in the wage and benefit survey.
- Collaborate with IACAA to ensure full network participation
- Provide a draft wage and benefit data collection plan for IACAA review
- Conduct an external analysis with like-minded organizations to provide comparative data
- Completion of the final report for the use of IACAA and the Illinois CAA network
- Provide a remote opportunity to provide an overview to the Illinois CAA network.

B. Data Types

Data collection will focus on, but not limited to:

Base Salaries by title
Salary ranges by title
Incentives/Bonuses (if applicable)
Allowances and Benefits
Working Hours

B. Delivery Schedule

Proposals must be submitted no later than 3:30 p.m. on December 30, 2021.
Completed project date will be mutually agreed to by both parties (see page 9 – Completion)

C. Price

The Candidate's proposed fee must be submitted within the proposal package - including information indicating how the price was determined, a not-to-exceed total fee, any fee per service offered, and any additional fees for services to be considered by IACAA, including any discount or unique pricing for non-profit entities.

D. Payment

Payment will be made at the completion of the wage and benefits survey final product within 30 days of receipt of invoice received by IACAA. Invoices may be emailed to cwesterlund@iacaanet.org.

F. Confidentiality

The candidate agrees to keep the information related to all contracts in strict confidence. The candidate agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the candidate's possession, to these employees on the candidate's staff who must have the information on a "need-to-know" basis.

The candidate agrees to notify IACAA's authorized representative immediately, in writing, in the event the candidate determines or has reason to suspect a breach of this requirement.

Technical Qualifications

The candidate will provide the following information:

A. Value-Added Services, if any

The candidate will include an explanation of any other products or services that could be and/or have been provided to organizations similar to IACAA. Value-added services provide efficiencies and improved experience that contribute to the continued success of IACAA. Value-added services can include consulting and training as well as optional products and learning opportunities.

B. Organization, Size, and Structure

The candidate should describe its organization, size (in relation to services to be performed) and structure. Description should include:

1. Size of the organization, including number of employees and physical site locations
2. Explanation if the candidate is a small or minority-owned business or women's business enterprise
3. Confirmation that the candidate is not debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

C. Staff Qualifications

The candidate should describe the qualifications of staff. Descriptions should include:

1. Team members, if any, resumes/CVs.
2. Prior experience of conducting salary and benefit studies and area of expertise or technical assistance specialty that supports salary data collection and analysis.

D. Understanding of Work

The candidate should describe its approach of the work to be performed, including research methodologies; including data collection and analysis, potential training of IACAA staff, and other related information. The Candidate will submit of examples of similar projects previously completed for review.

Proposal Evaluation

A. Submission of Proposals

All written proposals shall include two copies of the Candidate's technical qualifications, scope of services, and two copies of the pricing information. These documents will become part of the contract.

As noted, electronic submissions will be accepted by email to cwesterlund@iacaanet.org

Submissions must be received by December 30, 2021 as noted in previous sections.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would meet the needs of a comprehensive wage and benefits study of the Illinois Community Action Network.

C. Proposal Scoring methodology

Evaluation of each proposal will be scored on the following factors:

Wage and Benefit Study Experience Point Range: 0-50

- a) Past experience conducting wage and benefits surveys: Score 0-10
- b) Demonstrated capacity to conduct comprehensive wage and benefits survey: Score 0-10
- c) Minority or female owned organization (provide documentation): Score 0-5
- d) Demonstrated capacity to provide analysis of collected data and presentation of data in a consumable, searchable format: Score 0-5
- e) Experience working with statewide and/or regional organizations both non-profit and governmental entities: Score 0-10
- f) Price: Score 0-10

D. Review Process

As a part of the review process, IACAA may request presentations by and/or meetings with any or all Candidates to evaluate the wage and benefits survey proposals to determine meeting the needs of IACAA and the Illinois CAA network.

IACAA 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, which the Candidate can propose.

IACAA contemplates award of the contract to the responsible Candidate with the highest

total points.

Project Completion

Anticipated Completion of Project

The Wage and Benefits Survey and report must be submitted to IACAA with a date to be determined and with the knowledge that this work must be completed within a four-month timeframe. This mutually agreed upon date will be negotiated with the selected candidate. Upon completion, all documents must be submitted both in paper and in electronic formats (.pdf preferred). Requests for work extensions will be taken under consideration and are contingent with process and an expected date of completion that aligns with the expectations of IACAA.

Awardee must be prepared to present report and findings to the IACAA network Executive Directors in a virtual meeting environment.