



REQUEST FOR PROPOSALS (RFP) COMPENSATION EVALUATION SERVICES

Issue Date: June 16, 2022

Proposal Due Date: July 6, 2022

Proposals Directed To: Association of Leaders in Volunteer Engagement

Proposal Contact: Megan Vixie
info@volunteeralive.org

Number of Proposal Copies: 1 electronic copy

In compliance with this Request for Proposal (RFP) and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed response or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name and Address of Firm:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

E-mail Address:



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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposals (RFP) is to identify a consultant who can provide services consistent with the scope of work included in this document, to the Association of Leaders in Volunteer Engagement (e.g., ALIVE), a national membership association for volunteer engagement professionals.

This document will provide Consultants with the information necessary to prepare and submit responses for consideration of this service. Consultants responding to this RFP are expected to provide ALIVE with information and evidence that will enable the evaluation of the information in expectation of awarding a contract in a manner that best serves ALIVE. ALIVE has the right to use any and all ideas presented in any response to this RFP. ALIVE reserves the right to award a contract, or multiple contracts, based solely on what it considers providing the greatest long-term benefit to ALIVE and the best quality of service to members.

1.2 ALIVE Overview

The mission of ALIVE is now more important than ever. This organization was founded in 2007 to enhance and sustain the spirit of volunteering by fostering collaboration and networking, promoting professional development, and providing advocacy for leaders in community engagement. It is our goal to strengthen volunteer engagement professionals and establish ourselves as leaders in this field, working collaboratively across sectors to legitimize the power that volunteerism holds throughout our society, nation, and world.

1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Megan Vixie, ALIVE Past President
info@volunteeralive.org

All responses to this RFP must be delivered to the point of contact shown above. All questions and requests for additional information must be in writing and received through the point of contact shown above by e-mail.



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SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

ALIVE is seeking the services of a compensation consultant to conduct a comprehensive evaluation of the job of the volunteer engagement professional, delivering a job leveling document that demonstrates the progressions within the job. Consultant will develop, design, and produce a report that defines the skills, knowledge, and amount of responsibility attached to each level of the volunteer engagement professional role.

This includes collaborating with an ALIVE committee comprised of representatives from ALIVE's board of directors, members, and strategic partners to conduct the following:

- 2.1.1 Review/discuss and finalize needs assessment and project goals, process, schedule, and other administrative details.
- 2.1.2 Identify comparable job descriptions and competitive labor market comparisons for position classifications.
- 2.1.3 Work with committee to conduct job audits and/or interviews (as appropriate).
- 2.1.4 Create and propose a classification structure with recommendations for assignment for all positions within this structure commensurate with level of complexity, responsibility, knowledge, skills, and abilities and/or other compensable factors.
- 2.1.5 In collaboration with ALIVE, produce report with job leveling structure for the volunteer engagement professional role that can be shared publicly with stakeholders such as members, partners, funders, and the industry at large.

SECTION 3: PROPOSAL FORMAT AND CONTENTS

To be considered, Consultant shall submit a complete response to this Request for Qualifications (RFP) using the format outlined below. Proposals by a joint team or a prime/subcontractor team shall list the full names and addresses of all team members and the proposed relationship/role of each.

3.1 Letter of Transmittal

The prospective Consultant's proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Consultant contractually.



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3.2 Qualifications and Experience of Firm, Including Subcontractors

The Consultant shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc. for individual employees of the Vendor or Subcontractor may be supplied.

The firm should have a minimum of 10 years of experience providing Compensation Evaluation Services.

The Consultant shall designate a project team comprised of experienced professional and technical staff to perform the work competently and efficiently with their own personnel, Subcontractors, or commitment to hire additional staff. The response shall identify the project team composition, project leadership (i.e., principle, project manager), reporting responsibilities, and address how Subcontractors will fit into the management structure. As a minimum, the principle in charge and manager shall be designated. Other key personnel may also be designated. The manager must have adequate experience in managing services of similar nature and scope.

3.3 Work Plan and Budget

The Consultant shall include an itemized work plan for how Consultant intends to conduct and complete the work along with a projected timeline. Consultant will also include an itemized budget for services and three references.

3.4 Required Disclosures

In addition to all other requests listed in Section 3 of this RFP, Vendors responding to this RFP will provide the following disclosure:

A disclosure of the Consultants name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the Consultant and the names of key officers and directors of the Consultant. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by Consultant/ or Subcontractors responding to this RFP.

3.5 Insurance Requirements

Please attach copies of all proof of insurance as described below that qualifies you to provide the service requested.



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Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following as applicable:

- Comprehensive Public/General Liability \$1,000,000 per occurrence
- Worker's Compensation if contractor engages employees
- Professional Liability Insurance \$1,000,000 per occurrence
- ALIVE to be named as additional insured on Comprehensive General Liability insurance.

SECTION 4: SUMMARY OF KEY DATES

4.1 Key Dates

The following dates are shown for informational and planning purposes only. ALIVE reserves the right to change any of the dates.

Public Notice – RFP issued	June 16, 2022
RFP responses due by 5:00 P.M. on	July 6, 2022
Responses reviewed	July 6-15, 2022
Interviews conducted (as requested)	July 18-29, 2022
Board approval; commence services	August 1, 2022

SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

5.1 Evaluation Criteria & Award Notice

A committee comprised of ALIVE board of directors will review the responses. Responses will be received and evaluated on the understanding that the Consultant accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Consultant and its representatives to meet the specified scope of service requirements contained in this RFP.

The evaluation of responses will include, but may not be limited to, the items listed in this RFP. Additional significant consideration will be given to the quality and comprehensiveness of each Consultant's response to this RFP and to the compensation schedule submitted.



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ALIVE reserves the right to accept responses in whole or in part, and to negotiate with any Consultant in any manner necessary to serve the best interests of ALIVE. Consultants may be strictly held to the terms submitted in their responses as maximums, but may be required to reduce costs depending upon aspects of the services which may be determined by ALIVE to be unnecessary, or aspects for which ALIVE decides to assume the responsibility. The response submitted by any successful Consultant and accepted by ALIVE whether in whole or in part, will become part of the contract awarded as a result of this RFP and the Consultant will be expected to sign a contract with ALIVE, consistent with the RFP, and such contract may include additional terms and conditions.

ALIVE reserves the right to withdraw or cancel this RFP at its own discretion. ALIVE also reserves the right to reject any and all responses resulting from this solicitation. ALIVE reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Consultant to supply Compensation Evaluation Services that ALIVE has a right to expect from a Consultant with a good reputation. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFP will solely be conducted through the Consultants point of contact listed in the response and the ALIVE contact identified in this document. Awards will follow the timeline outlined in Section 4.1.