

Request for Proposals

Compensation Consulting & Pay Equity Services

Purpose

The Louisiana Public Health Institute (LPHI) must balance the organization's financial realities with employee expectations and ultimately create competitive retention strategies.

Who is Eligible to Respond?

Consulting firms and companies who have proven success in supporting non-profit organizations in reviewing and providing strategic recommendations on compensation and pay equity. The consultant must be able to meet all LPHI's needs outlined in the scope of work below.

About the Organization

LPHI is a statewide, non-profit organization that has been promoting the health and wellbeing of Louisianans since 1997. LPHI is made up of over 100 employees based throughout the state in all nine Louisiana Department of Health regions. We accomplish our goals alongside our over 500 partner organizations at the local, state, and national levels, which include community-based organizations, foundations, healthcare systems, academic institutions, government agencies, and a cadre of additional stakeholders. Our impact is felt across Louisiana as we leverage our expertise and skills in all areas of public health, from advocacy to data and research infrastructure to communications, to ensure that everyone has fair and just opportunities to be healthy and well.

Information on LPHI's focus areas can be found at lphi.org/work.

Scope of Work

LPHI seeks to establish a compensation philosophy with written guidelines and policies for the basis for LPHI's pay policies that drive decisions from base pay to executive compensation. We would like the compensation plan to consider everything from LPHI's budget to its strategic goals and the market rate for the kinds of employees we hire and retain.

LPHI seeks to review pay equity for current employees, receive recommendations for addressing any pay inequities; and receive recommendations on a pay structure that provides a mechanism for employees to progress through their position's pay grade range. In addition, this RFP solicits a review of the current compensation structure and its policies and procedures with recommendations for improvement of compensation delivery mechanisms, generally, and in specific areas listed below, based on industry best practices. The policy will ensure that LPHI's pay practices are equitable and uphold the organization's mission, values, and vision.

This RFP is seeking qualified vendors to 1) conduct a pay equity evaluation of its employees based on the employees' respective pay ranges 2) enhance definitions of inequities and

develop details for remedies to address issues, and 3) provide recommendations for a time-based pay structure with a mechanism for employees to progress through the pay range. The proposals shall also recommend appropriate compensation policies and procedures for ongoing and effective pay equity administration. These proposals also will provide recommendations for pay practices to evaluate and place future eligible hires on Pay Scale ranges that can also be applied to eligible promotions, additional duties with the same role, and eligible voluntary demotions. This Project will include approximately 110 employees in positions.

Project Plan, Meetings, Reports and Communication Project Plan

The vendor will establish and provide an acceptable and detailed project plan to successfully complete the tasks and deliverables for the Project. The project plan should summarize the vendor's approach, tasks with dated timelines, milestones, and deliverables clearly specified. We aim to complete this project by April 2024.

The analysis and recommendations should cover:

- Provide options and recommendations for a total compensation plan including the feasibility of implementation that takes into consideration budget constraints, including recommendations on medical (i.e., parental, family, etc.) leave policy.
- Provide a performance bonus program recommendation.
- Market-Ratio- evaluate market data to determine the market rate for LPHI's target employees. Detail the appropriate number of pay ranges/grades and the weight given to internal equity and the external market comparisons.
- Review and Update Pay Range Scale- Provide a revised grid based on research and best practices to guide us on setting the salaries for new hires, promotions, or to consider pay raises for existing employees. Our pay range scale was last updated in June of 2021.
- Guidelines for Salary Adjustments for additional responsibilities.
- Company-Ratio-Review where the employee's compensation falls within the pay boundaries of their position — and if they're toward the bottom, in the middle, or at the top based on market and internal data. Recommend changes to structure, adjustments, and/or reassignment of positions to appropriate pay grades, etc., as needed.
- Integrate job evaluation rankings and market comparisons into the recommended pay levels.
- Target Percentile-Provide analysis on the target percentile to bring in top talent for the positions that LPHI requires.
- Provide best practices and guiding principles for establishing a robust Pay Equity plan including communication/branding.
- Recommend ongoing product with cost in mind for ongoing salary and job reviews (i.e., salary.com, etc.)

Presentation of Findings and Communications Plan

- Periodic meetings at least bi-monthly, which can be virtual, to review progress and discuss any other items that may be in or outside of the scope to project team and other staff as designated at least monthly.
- Detail a launch plan to include, at a minimum, an employee kick-off meeting and communications with designated staff, for example executive staff, managers/supervisors, and employees during the study and during implementation.
- Monthly Progress Reports – The vendor shall submit monthly progress reports to the project team beginning thirty (30) calendar days after the Planning Meeting.
- Executive Compensation Plan
- Analyze executive positions and compensation levels to include salary and other benefits.
- Confirm comparable positions and present benchmark findings.
- Develop recommendations for compensation increases that are tied to performance, as well as future salary and compensation packages.

Maintenance Program/Merit Increases

- Develop a maintenance program to address continued maintenance of the Pay Classification Plan. Make recommendations for salary analysis license (ie, salary.com, Glassdoor, etc.)
- Develop a maintenance program and structure tying compensation bonuses to performance.
- Implementation and Sustainability
- Recommend policies, guidelines, and procedures for administration, including how the plan can be adjusted for pay equity and how employees advance through salary ranges.
- Determine the validity for requests for reclassification and/or compensation changes outside of the routine review process.

Proposal Format

The proposal will have four sections: company information, brief qualifications narrative, DEIB commitment, and budget proposal. The proposal should not exceed three (5) pages (does not include budget and budget narrative), single spaced, minimum size 11 font.

1. Company Information
 - a. Company name
 - b. Lead point of contact name, email, phone number
 - c. Describe the company, history, and scope of practice
 - d. Provide short bios of the project team
2. Qualifications Narrative
 - a. Describe why your company is qualified to conduct the scope of work for LPHI
 - b. Describe how your company aligns with LPHI mission of ensuring that all Louisianians have fair and just opportunities to be healthy and well and LPHI's values of accountability, community-centered, creativity, equity, excellence, and partnerships and trust

- c. Describe previous work with other nonprofits or similar in scope to what is outlined above
 - d. Describe how your company will plan to fulfill the scope of work above, including staffing allocations and services
3. Diversity, Equity, Inclusion, and Belonging
 - a. Diversity of staff and clientele
 - b. Experience with pay equity principles in action
4. Budget proposal
 - a. Budget outlining activities, projected time, and cost
 - b. Budget narrative
 - c. It is expected that vendor will do a comprehensive inspection of the existing policies and procedures to determine areas of concern, make recommendations and ongoing maintenance requirements.

Budget & Estimated Pricing

All vendors must submit a cost breakdown for the implementation of their managed services for LPHI's project as described within this RFP. The vendor must agree to keep these prices valid for 180 days from the date of submission.

Pricing should be itemized for clarity and optional services clearly identified and priced.

As a non-profit organization, LPHI would like consideration in pricing.

Evaluation Criteria

LPHI will identify qualified consultants to be considered for the pool based on the following criteria:

1. Experience and qualifications
2. Diversity, Equity, Inclusion, and Belonging
3. Budget Proposal

Proposal Submission and Evaluation

Instructions for Submission

1. Conditions of Proposal: All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by LPHI.

Submission Instructions:

2. All submissions must be electronically sent to: RFP@lphi.org by January 15, 2024.

Valid submissions must include the following items:

- Responses to all items listed within the Scope of Services
- Budget & Estimated Pricing
- Vendor Qualifications & References
- Date of availability to commence services

3. Proposals will be reviewed on an ongoing basis. Any proposal may be disqualified if it deviates from the submission instructions in the RFP. Submissions will NOT be returned.
4. **Reservation of Rights:**
LPHI reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. LPHI may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. LPHI reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. LPHI reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of LPHI. It does not commit LPHI to award any grant.
5. **Confidentiality:**
If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.
6. **Ineligibility:**
Under the following conditions, an individual or entity is ineligible to be a LPHI vendor, and therefore may not submit a proposal. LPHI employees and Board members, and their family members.
7. **Disqualification:**
Any information withheld or omitted, or failure to disclose any history of deficiencies shall disqualify the applicant from award of the project and/or contract. LPHI reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.
8. **Notification of Selection and Timeline**
LPHI will conduct a review on an ongoing basis of all submissions that met the RFP guidelines. Additional information may be requested from the selected applicants.

Depending upon applicants and skill areas, LPHI may elect to issue a new RFP to attempt to expand the pool of qualified consultants.

Timeline

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances:

Release of RFP	December 6, 2023
RFP Closes	January 15, 2024
Final Award Notification	February 1, 2024 (EST)

**LPHI 2023-2024 Request for Proposals (RFP)
Compensation Consulting and Pay Equity Service
Proposal Review Process**

Overview of RFP: The purpose of this RFP is to select a vendor to award LPHI’s Compensation Consulting and Pay Equity Service contract(s). We will review all submissions and schedule any virtual follow-up calls. By February 2024 we will decide which vendors will move on to the final round of in-person interviews. Depending on the quantity and quality of submission, the number of vendors brought in for interviews may vary.

Reviewing Instructions

- 1) Please read through LPHI’s Compensation Consulting and Pay Equity Service RFP and the attached submissions in response to this solicitation.
- 2) **Eligibility and Completeness Review:** Please review this application to ensure it has met the initial eligibility requirements outlined on Page 1 of the RFP and has met the minimum content requirements explicitly outlined in the RFP. See below Scoresheet.
- 3) **Scoring:** See below Scoresheet.

As referenced on Page 4 of the RFP, we outline specific Evaluation Criteria:

- Capability of vendor to meet or exceed requirements set forth in the Scope of Services
- Cost to LPHI, affordability of product(s), and support available from the vendor.
- Expressed interest in working with LPHI and ability of vendor to communicate its vision and capacity for establishing a relationship that addresses current and future needs, as well as industry trends.
- Financial stability of the vendor.
- Satisfactory responses to the information requested in this RFP.
- Satisfactory reference checks.

Feedback: It would be most helpful to get commentary on areas where we might probe in the brief virtual interview and reference checks.