



Request for Qualifications and Quote: Compensation Study

Purpose

Spokane Regional Health District (District) is seeking submissions for professional services to review the wages and benefits for all positions (approximately 235 position descriptions) and possible recommendations for wage and benefit adjustments that align with the District's compensation philosophy. The labor market includes the Spokane County government/education sector and select Washington State Local Health Jurisdictions. Additionally, the District is seeking classification specifications that align with the District's position descriptions.

Timeline

- Submissions are due by 11:00 a.m., PDT, on Monday, April 23, 2018.
- Award announcement will be posted online within two weeks unless otherwise notified.
- Agreement shall be fully executed prior to commencement of work.
- Anticipated project start date by Tuesday, May 15, 2018.
- Anticipated project completion by Monday, ~~July 9~~ September 10, 2018.

Support

The District will provide the following information with the understanding there may be additional information requested by the Consultant over the course of the project:

- Existing position descriptions for the District
- Class specification template for the District
- Compensation philosophy for the District
- Pay ranges for the District and Local Health Jurisdictions
- Organizational chart for the District
- Existing employee benefits and leave programs for the District and Local Health Jurisdictions

Deliverables

The project deliverables shall include the Total Compensation Study Final Report, as well as any preliminary or intermediate reports of findings (per phase). All reports shall be submitted in the following quantities and formats: ten (10) hard copy reports and one (1) digital or electronic copy in Portable Document Format (.pdf).

- Review the District's compensation philosophy and make recommendations, if any.
- Evaluate the current position descriptions and create new classification specifications.
- Analyze salary and benefit data from the identified labor market and provide a detailed recommendation of any proposed changes or adjustments to the current total compensation plan.
 - Key consideration given to future minimum wage increases.
- Submit a final report **by July 9, 2018** that includes a comprehensive total compensation analysis for each identified job classification and related benefits.

Submission Requirements

- Provide on business letterhead or with the company logo.
- Include an estimated timeline for each phase of the project.

THE SPOKANE REGIONAL HEALTH DISTRICT hereby notifies all bidders that no person or organization shall be discriminated against on the basis of race, religion, color, age, sex, sexual preference or national origin in consideration for an award issued pursuant to the advertisement. Additionally, minority business enterprises are encouraged to submit bids in response to this invitation.

- Full name, phone number, and email address for the primary point of contact.
- Federal Tax ID Number and any DUNS Number.
- At least two recent client references (name, organization, phone number).
- Breakdown above costs by labor and products (or deliverables).
- Submit in a sealed, marked envelope no later than 11:00 a.m., Monday, April 23, 2018 to:

Spokane Regional Health District
RE: Compensation Study
ATTN: Debbie Blair
1101 W. College Avenue, Room 330
Spokane, WA 99201

Evaluation/Selection Criteria

The submission requirements and deadline need to be met to qualify. Evaluation and selection is based on the following criteria:

- Reliability/availability
- Quality of work
- Experience
- Competitive pricing

SRHD may request additional information to complete the evaluation process. A proposal will be selected and a fully executed agreement will be required prior to the commencement of any work.

Questions

Contact Debbie Blair, HR Specialist, at 509.324.1580.

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