



**REQUEST FOR QUALIFICATIONS (RFQ)
COMPENSATION EVALUATION SERVICES**

Issue Date: December 1, 2020

Proposal Due Date: December 31

Proposals Directed To: Beach Cities Health District

Proposal Contact: Megan Vixie
Megan.Vixie@bchd.org

Number of Proposal Copies: 1 electronic copy

In compliance with this Request for Qualifications (RFQ) 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:

**BEACH CITIES HEALTH DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
COMPENSATION EVALUATION SERVICES**

**514 NORTH PROSPECT AVENUE
REDONDO BEACH, CA 90277**

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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Qualifications ("RFQ") is to identify a Consultant who can provide services consistent with the scope of work included in this document, to Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Manhattan Beach and Redondo Beach.

Consultants must adhere to rigid performance standards that are mission critical to our facility's success. This document will provide Consultants with the information necessary to prepare and submit responses for consideration of this service. Consultants responding to this RFQ are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence that will enable the evaluation of the information in expectation of awarding a contract in a manner that best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFQ. BCHD reserves the right to award a contract, or multiple contracts, based solely on what it considers to provide the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

To enhance individual and community well being in the cities of Hermosa Beach, Manhattan Beach, and Redondo Beach through a broad array of innovative health services, collaborative partnerships, and community programs.

A tax-free public agency, BCHD spends over \$10 million annually in programs and services the residents of Hermosa, Manhattan and Redondo Beach.

1.3 Contact Point and Issuing Office

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

Megan Vixie, Chief Engagement Officer
Beach Cities Health District
1200 Del Amo Street
Redondo Beach, CA 90277
Megan.Vixie@bchd.org

All responses to this RFQ 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.

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

BCHD is seeking the services of a compensation and benefits consultant to conduct a comprehensive evaluation of every job within BCHD to determine relative worth within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges. Consultant will develop, design, and recommend a compensation structure that aligns with the BCHD's compensation philosophy and policies, operations, competitive outlook, and BCHD's vision to be the employer of choice.

This includes the following:

- 2.1.1 Meet with BCHD to review/discuss and finalize needs assessment and project goals, process, schedule, and other administrative details.
- 2.1.2 Review and analyze existing compensation philosophy. Make recommendations for updates and/or changes to existing policies, practices, and other information.
- 2.1.3 Identify comparable organizations and competitive labor market comparisons for position classifications. Conduct job audits and/or interviews (as appropriate).
- 2.1.4 Conduct a comprehensive analysis of the current compensation program and benefits program; make recommendations for improvement and suggest plans to address issues including but not limited to: target comparison market, internal equity assessment, competitive salary and benefits analysis, and alternative methods to address internal inequities, pay compression, retention, hard-to-fill positions and market adjustments.
- 2.1.5 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. Provide implementation plan, process outline, and materials/guidance documents for future internal administration.
- 2.1.6 Analyze existing compensation, identify recommendations for review and propose implementation methods to address issues/concerns.
- 2.1.7 Recommend compensation levels, range spread, and range placement for positions based on market survey and internal analysis.
- 2.1.8 Present rationale for recommendations in written report and present new compensation plan and implementation plan with key stakeholder groups.
- 2.1.9 Provide criteria and guidelines for management position levels within BCHD organization structure (e.g., executive to working supervisor)
- 2.1.10 Provide methodology for BCHD to sustain program over a 3-year period (e.g. placement of a new position within an existing structure).
- 2.1.11 Other deliverables as determined by and/or with qualified candidate.

SECTION 3: PROPOSAL FORMAT AND CONTENTS

To be considered, Consultant shall submit a complete response to this Request for Qualifications (RFQ) 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 Consultants proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Consultant contractually.

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 competently and efficiently perform the work 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.

Prior experience consulting with organizations whose positions draw from blended-industry organizations (e.g. private sector, government, fitness industry).

3.3 Required Disclosures

In addition to all other requests listed in Section 3 of this RFQ, Vendors responding to this RFQ 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 RFQ.

3.4 Insurance Requirements

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

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 per California Requirements
- Comprehensive Automobile Liability \$1,000,000 per occurrence
- Professional Liability Insurance \$1,000,000 per occurrence
- Beach Cities Health District 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. BCHD reserves the right to change any of the dates.

Public Notice – RFQ issued	December 1, 2020
RFQ responses due by 5:00 P.M. on	December 31, 2020
Responses reviewed	January 1-10, 2020
Interviews conducted (if required)	January 11-15, 2020
Respondent Notifications by	January 17, 2020

SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

5.1 Evaluation Criteria & Award Notice

BCHD staff 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 RFQ.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFQ. Additional significant consideration will be given to the quality and

comprehensiveness of each Consultants response to this RFQ and to the compensation schedule submitted.

BCHD 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 BCHD. 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 BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Consultant, and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFQ and the Consultant will be expected to sign a contract with BCHD, consistent with the RFQ, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFQ at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD 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 BCHD 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 RFQ will solely be conducted through the Consultants point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.

SECTION 6: SCOPE OF WORK PROPOSAL

6.1 Scope of Work Proposal

Consultant will provide compensation and recommend a budget of the estimated total hours required to provide BCHD with the Consultants Compensation Evaluation Services as described in this RFQ.

The Consultant shall designate a project team comprised of experienced professional staff to competently and efficiently perform the work with their own personnel. The response shall identify the project team composition, project leadership (i.e. principal, project manager) and reporting responsibilities. At a minimum, the principal in charge and manager shall be designated

Provide hourly rate(s) for all positions. Estimate hours required for each bullet under scope of work.

Consultant will disclose extent of market data resources available to consultant to capture benchmark positions across multiple industries.