



## **Request for Proposals: Compensation Benchmarking Study**

The National Association of Development Organizations (NADO) is seeking proposals from qualified firms to conduct a compensation study to benchmark and assess the competitiveness of NADO's current employee salary bands and employee benefits, and to make recommendations to update NADO's compensation structure.

### **About NADO**

NADO is a 501c4 membership association that represents the interests of regional community and economic development practitioners. Established in 1967, NADO advocates for federal policies and programs that promote equitable community development, economic competitiveness, rural development, economic mobility, and quality of place. NADO represents a national network of more than 500 Regional Development Organizations (RDOs) across the country. Additionally, the NADO Research Foundation is a 501c3 nonprofit organization that provides technical assistance, education, research, and training to support and strengthen the national network of Regional Development Organizations (RDOs). NADO and the NADO Research Foundation are based in Washington DC. For more information, please visit [www.nado.org](http://www.nado.org).

### **Scope of Work**

Elements of the anticipated scope of work for this project are described below. Firms submitting proposals may recommend adjustments to the scope of work based on current best practices in the industry.

- Review of job descriptions and interviews with leadership and a sample of employees
- Establishment of recommended base pay structure and development of salary bands or grades
- Evaluation of current compensation for 10 distinct positions
- Comprehensive evaluation of total compensation for all positions, including a market study
- Benchmarking against the federal government's GS scale
- Benchmarking against similar DC-based associations, similar DC-based nonprofits, and other peer organizations
- Recommendations of options for locality pay compensation practices for DC-based and remote employees
- Recommendations of retention tools that go beyond base pay, such as options for providing other flexibilities and other benefits to employees that go beyond compensation
- Review of existing organizational structure and recommendations for modifying organizational structure

### **Structure for Proposals**

NADO requests the inclusion of the following information in all proposals submitted in response to this RFP.

1. Project team and qualifications
  - a. Provide information about the project team and their qualifications.

- b. Please identify who will be the project manager for the project, as well as any support staff.
2. Experience
  - a. Detail your firm's experience in conducting compensation studies and benchmarking salary information.
  - b. Detail your firm's experience in benchmarking against the federal government's GS scale, DC-based associations, and DC-based nonprofits.
  - c. Detail your firm's experience in providing recommendations pertaining to other benefits, flexibilities, and retention tools that go beyond base compensation.
3. Client list and references
  - a. Provide a list of recent clients (within the past 3 years).
  - b. Please include at least two client references.
4. Scope of work
  - a. Propose a work plan and an approach to the scope of work.
  - b. Propose any additions or modifications to the scope of work contained in this RFP based upon your firm's experience and best practices in the industry.
5. Timeline and Budget
  - a. Propose a timeline and budget for the work plan.

#### **Submission Process and Timeline**

An electronic copy of your firm's proposal should be submitted to [opportunities@nado.org](mailto:opportunities@nado.org) with the subject line "Compensation Study Proposal" by Friday, May 12, 2023.

With questions about this process or what your proposal should include, please email Joe McKinney [jmckinney@nado.org](mailto:jmckinney@nado.org) and CC Mirielle Burgoyne [mburgoyne@nado.org](mailto:mburgoyne@nado.org).

#### **Timeline for Completion of Work**

Once a firm has been selected, the desired timeline for the completion of the compensation study is within 30 to 60 days.

#### **Evaluation of Proposals**

NADO will evaluate proposals on a qualitative basis. This includes a review of the proposal and interviews with proposed project teams. The anticipated timeline for the selection of a consultant is within 30 days of the proposal submission deadline.