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REQUEST FOR PROPOSALS

**The Renaissance Academy Charter School of the Arts is soliciting
Request for Proposals (RFP's)
for:**

Compensation and Pay Classification Plan Study

To be eligible for consideration, RFP's must meet all requirements contained in the Request for Proposal (RFP). It shall be the sole responsibility of the company submitting an RFP to assure receipt of the RFP prior to the published time.

*Requests for Proposals (RFP's) will be received by the School 299 Kirk Road Rochester, NY 15612
until: 5:00 p.m., on **Friday, January 7, 2022.***

Proposals Opening Date and Time: January 10, 2022 at 9:00am

Proposal Award Date: Friday, January 14, 2022 by 5:00pm

The School reserves the right to accept or reject any or all RFP's and to waive technical errors if, in the School's judgment, the best interests of the School will thereby be promoted.

**Renaissance Academy Charter School of the Arts
Request for Proposals
Compensation and Pay Classification Study**

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Purpose of Request

The Renaissance Academy Charter School of the Arts (RA) invites qualified parties to submit a proposal to conduct and implement a comprehensive compensation and pay classification study for the School. The objectives of this request are to conduct and implement a total compensation plan structure for the School's workforce which will provide both internal and external equity, length of work calendar, to establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, to determine and implement a program of accurate job descriptions based on job analysis, and to develop a maintenance program for job descriptions and classification recommendations.

Background

The Renaissance Academy Charter School of the Arts is located in Rochester, NY's town of Greece. RA is a charter school that uses the arts to enhance and strengthen the learning in other subject areas (i.e., arts integration). It is a single school district which serves approximately 506 students in grades Kindergarten through Sixth.

The School is composed of professional and support employees made up of a variety of positions including certified staff such as teachers, support service specialists, and principals, as well as associates (teaching assistants), nutrition (food service) workers, custodial, maintenance, administrative and executive offices staff, and substitute positions. More specifically, there are approximately 85 permanent full-time employees, 5 permanent part-time employees, and 5 external contracted positions.

Major Study Elements

Using accepted professional methods and standards, the overall study shall focus upon:

- 1. Job Analysis/Job Evaluation** – Perform a comprehensive, valid and reliable job analysis/evaluation of each job class within the School for the purpose of determining if the School’s current pay grade levels for all of the School’s positions are still appropriate. The purpose of the job evaluations are to ensure the School’s pay structure continues to possess internal and external equity, relative worth (equal pay for equal work), and is inherently non-discriminatory. The evaluation methodology should seek to systematically analyze the duties, responsibilities, specifications and content of each job utilizing, but not being limited to, questionnaires, interviews, and on-site observation.
- 2. Job Descriptions** – Prepare new written job descriptions (in Google Docs format) for each job class in the School’s job descriptions to include, but not limited to; job- code, FLSA designation, pay grade, job title, department/division, general statement of job, essential and non-essential duties, essential safety functions, designation of safety/non-safety sensitive, minimum training/experience, and minimum physical requirements.
- 3. Wage & Salary Survey(s)** – Conduct comprehensive wage and salary market survey(s) for the purpose of ensuring that the School’s pay plan and pay structure possess external equity and labor market competitiveness. Survey data utilized should be appropriate for the competing labor market(s).
- 4. Pay Classification Plan** – Review and adjust the School’s current Pay Classification Plan as necessary integrating the job analysis/evaluation process and the wage and salary data, as derived from the labor market survey(s). A grade level and its associated pay range (min, mid, max) are to be provided for each position classification along with job code and FLSA designation and all supporting documentation.
- 5. Reports and Recommendations** – Provide the School with comprehensive reports to include the Pay Classification Plan, methodologies incorporated in the study, market surveys, anticipated costs to implement pay plan (by department and by total), recommended adjustments, options/recommendations for implementing the new pay plan, and other reports helpful to the district’s overall understanding of the methodologies, results, implementation, and maintenance of the study.

6. Maintenance Program – Develop a maintenance program, including estimated costs, to address the need for new job analysis/evaluation (including pay grade recommendation), creation of new job description(s), and maintenance of Pay Classification Plan.

Scope of Services

An outline of the requested basic services includes, but is not limited to, the following activities:

1. Meet with the School's CEO and executive officials to assure an understanding of the School's objectives in the project including timeframes for completion of project.
2. Review related background documents including current job descriptions and current pay classification plan.
3. Submit an Action Plan to the School, satisfactory to both parties, for accomplishing tasks associated with the compensation and classification study for the School. This plan should delineate the tasks necessary to complete the project along with a reasonable time table for completion.
4. Meet with school employees in several orientation sessions to describe scope of work and methodology.
5. Perform job analysis/evaluation for each full-time and part-time permanent job in the School, utilizing, but not limited to, questionnaires, interviews, and on-site observation.
6. Using the job analysis/evaluation data, prepare written job descriptions for each job classification in the district (Google Docs format). Job descriptions include, but not limited to; job-code, FLSA designation, pay grade, job title, department/division, general statement of job, essential and non-essential duties, safety/non-safety sensitivity, minimum training/experience, and minimum physical requirements.
7. Group jobs based upon duties performed and the knowledge, skills, abilities, and minimum qualifications required for job performance.
8. Assign each job to a pay grade with a view toward achieving proper internal relationships among classes and making salary ranges competitive with relevant markets, as evidenced by the results of the wage survey, with due consideration of the financial condition of the district.
9. Estimate accurately the cost of installing the pay plan and recommend a methodology for implementation.
10. Develop and recommend a procedure for employee classification appeals.

11. Develop and recommend appropriate compensation policies and procedures with consideration for short and long term goals.
12. Provide copies of a preliminary draft report showing the findings of the study for review by management prior to the issuance of the final report(s).
13. Train appropriate Human Resources staff in the job evaluation system and the administration of the pay structure.
14. Make oral presentation of final report including findings, recommendations, etc. to
 - a. Board of Trustees
 - b. CEO's Executive Cabinet

Proposal Requirements

Consultants are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a proposal. The submission of a proposal implies Consultant acceptance of the terms and conditions herein unless otherwise stated. Responses must be timely. Consultants should provide a proposal to satisfy the requirements of the RFP. The proposal should be written clearly and thoroughly according to the following guidelines:

1. A concise executive summary with the Consultant's primary contact person(s) contact information.
2. A full description of the Consultant's planned approach and methodology/procedures for each component of this project. Methodology descriptions will enable the School to assess the Consultant's capability to conduct this assignment in a structured and efficient manner.
3. The respondent shall state clearly the total proposed fixed cost to perform this study, including incidental or hourly fees, all travel costs, per diem, etc. All pricing must exclude sales taxes as the School is exempt from payment of such taxes.
4. A summary of the consulting firm's history and experience, providing specific qualifications regarding experience in conducting classification and compensation studies and formulating plans. Provide a list of three similar projects with entities that Consultant has performed services for within the last 10 years, including names, addresses, and phone numbers of the clients that will be used as a reference.
5. Provide qualifications of staff members specifically detailing the qualifications of the individuals who will perform the work, including experience in similar work and curriculum vitae/resume. Identify the extent and nature of any anticipated outside support

and/or subcontractors that will be assigned to work on this project. Consultant shall not reassign key personnel on the project without prior approval of the District.

6. Compose a schedule/timetable for the entire project and for each individual process with a completion date of **April 29, 2022**.

7. All consultants must be capable of performing the services specified in the RFP. Before the award of this contract, any consultant may be required to show that they have the necessary experience, ability and financial resources to perform the work within the time stipulated in a manner that is acceptable to the School. The School reserves the right to contact a Consultant after the submission of bid proposals for the purpose of clarifying a bid proposal to ensure mutual understanding. Additionally, the School reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal, and to discuss the Consultant's qualifications and the qualifications of any subcontractor identified in the bid proposal.

8. Describe the proposed communication program designed to gain the cooperation of hiring managers and employees which will enhance the credibility of the resulting pay plan design.

9. The total proposed cost to the School for this project, as defined by the Scope of Services. This should include the proposed fee structure including an itemized breakdown of the cost to perform the tasks outlined. Any additional services not referenced within this specification but necessary to provide for a complete study and recommendations shall be identified and included in the Consultant's proposal.

Proposal Format

1. Title Page

Show the request for proposal subject, the name of your firm, physical address, website address, telephone number, name of contact person, email address of contact person, and date.

2. Table of Contents

Clearly identify the material by section and page number.

3. Letter of Transmittal limited to one or two printed pages

- a. Briefly state your firm's understanding of the work to be done and provide a commitment to perform the work.
- b. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, email addresses, and telephone numbers.

4. Profile or Proposer

- a. State whether your organization is national, regional, or local.
- b. State the location of the office from which the work is to be performed.
- c. Describe the firm's experience in the design and implementation of classification and pay systems for public and/or private employers and the number of years engaged in this type of work.
- d. Include the contact person's name and telephone number and indicate the type of services performed and the duration of the project. Proposers are encouraged to submit samples of final reports from similar projects.

5. Summary of Proposer's Qualifications

- a. Identify the Project Manager and each individual who will work on the project. Include resumes for each person to be assigned. The resumes may be included as an appendix.
- b. Describe the experience of each of the consultants assigned to this project as it relates to designing and implementing private and public classification pay systems. Describe the relevant background of each individual.

6. Summary of the proposer's fee statement

The proposal will show the fee schedule. Express your fee in a lump sum not-to-exceed maximum amount. Additionally,:

- a. Indicate your expectations concerning reimbursement for travel, per diem expenses, photocopying, or other incidental expenses.
- b. If additional work is required beyond the scope of this contract, how would those services be billed? This may include additional presentations, tasks added after the contract, or follow-up assistance as requested.

7. Project Time Schedule

Provide a detailed time schedule for the project. The time schedule provided shall also include appropriate meetings with key School staff at identified stages of the project to discuss results of the analysis, methodology, and to preview the final recommendation of the study.

Submission Requirements

1. The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Firm. The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time. It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.
2. The proposal shall be signed by a representative who is authorized to contractually bind the proposer. Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each proposal must be on completeness and clarity of content. In order to expedite the evaluation of proposals, proposers should follow the format and instructions contained herein.
3. If the proposer wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. All proposals must be submitted as submitted below. Any attachments must be clearly identified.

Proposal Evaluation and Selection

It is the School's intent to engage the most qualified Consultant available for this project. Therefore, it is imperative that the Consultant's proposal fully addresses all aspects of the request. It must provide the School with clearly expressed information concerning the Consultant's understanding of the project requirements and qualifying the Consultant to conduct this project in a thorough and efficient manner. The following criteria will be used in the evaluation of the proposals in no particular order or priority:

1. Ability to conduct the study and provide quality service that best meets the needs of the School.
2. Consultant's experience in providing services of this scope
3. Personnel's qualifications and experience in conducting assignments of this scope
4. Availability of qualified personnel
5. Proposed approach/methodology to be utilized in performing the services
6. Consultant's access to the comprehensive market and industry data
7. Proposal clarity in expressing the understanding of the District's needs
8. Satisfactory performance records and references
9. Proposed timeline of completion
10. Cost effectiveness of proposed price
11. Quality of overall proposal

The School reserves the right to accept or reject any or all proposals at their discretion based upon the previously defined evaluation criteria.

Selection shall be by evaluation team members in accordance with, but not limited to, the evaluation criteria established above. The School may conduct discussions with a consultant who has submitted a proposal to determine qualifications for further consideration. Following the submission and evaluation of the written proposals, the School may require the highest-ranked consultants to give oral presentations. In such an event, the proposals will be re-evaluated by the School's selection team to reflect consideration of both the written proposal and the oral presentation.

The Consultant understands that this solicitation or their response does not constitute a contract with the School. No contract is binding or official until responses are reviewed by the **Renaissance**

Academy Charter School of the Arts Chief Educational Officer. By submitting a bid proposal, the Consultant agrees that it will not bring any claim or cause of action against the School based on any misunderstanding concerning the information provided herein or concerning the School's failure, negligent or otherwise, to provide the Consultant with pertinent information as intended by this RFP.

Proposal Preparation Costs

Neither the School nor its representatives shall be liable for any expenses incurred in connection with preparation, submission or presentation of a response to this RFP. All information in the response shall be provided at no cost to the School.

Accuracy of Proposal Information

Consultants must furnish all information necessary to evaluate the bid proposal. Bid proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the Consultant shall not be considered part of the Consultant's proposal. Any consultant who submits in its proposal any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

Proposal Information is Public

All proposals become the property of the School and shall not be returned to the Consultant. By submitting any document to the Renaissance Academy Charter School of the Arts in connection with a proposal, the submitting party recognizes this and waives any claim against the School and any of its employees relating to the release of any document or information submitted.

Payment

Consultant shall submit a proposed payment schedule based on project milestones. Invoices will be submitted to the School's Chief Educational Officer for verification and approval prior to payment. Payments will be made within 30 days of approval.

Governing Law

The terms and conditions of this RFP and the resulting contracts or activities based upon this RFP shall be construed in accordance with the laws of the State of New York. Wherever differences

exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the School.

Compliance

The Consultant shall comply with all federal, state, and local laws and regulations as well as all applicable School policies and rules at all times relevant hereto.

Information or Clarification

For questions relating to this Request for Proposals, contact Dr. Kymberly M. Cruz, Chief Educational Officer. 585-225-4200 x 212 and/or kmcruz@renacad.org