



SITKA TRIBE OF ALASKA REQUEST FOR PROPOSAL RFP 2023-003

Proposal Deadline: May 31, 2023, no later than 3:00 pm Alaska Standard Time

I. SUMMARY

The Sitka Tribe of Alaska is accepting proposals for professional services to conduct a comprehensive classification compensation study, including a salary schedule review for up to three years thereafter to ensure the plan remains competitive. The last compensation plan was completed in 2020 and needs to be updated.

The selected company shall examine the Tribes' current compensation plan and related components, benchmark positions against market compensation, perform job analysis, classifications, and job family definition, and update the wage structure as appropriate. This study shall follow the generally accepted compensation methods and applicable federal and state laws. The Tribe has attempted to lead the market for some positions and meet the market for all other positions. The Tribe desires a wage scale with grades/steps that take into consideration longevity, performance and the extremely high cost of living costs for Sitka.

II. ORGANIZATION BACKGROUND

Sitka Tribe of Alaska is the federally recognized Tribal government for more than 4,500 enrolled Tribal Citizens in Sitka, Alaska. The Sitka Tribe has approximately 85 year-round, full-time and 45 seasonal employees. The goal of the Tribe is to update the current classification and compensation systems. The objectives of the Tribe are to attract and retain qualified workers who will be paid equitable salaries, to provide fair salaries for all workers of the Tribe, and to utilize a salary structure that enables the Tribe to maintain a competitive position with other organizations in Sitka.

III. PROPOSAL REQUIREMENTS

Proposals shall include the following required elements; vendors are advised to complete the checklist on page 7 of this RFP:

1. **Vendor information:** Business name and DBA (if applicable), number of years in business, physical address, email address, phone number, and website.
2. **Project personnel:** Name, title, and qualifications of key personnel assigned to the project, including the designated project manager.

3. **References:** Contact information for at least three professional references that can speak to the vendor's ability to complete the scope of work, including name, business name, address, phone number, and email address.
4. **Project Approach:** Provide an overview of the project approach, including methodologies used and/or approaches taken to prepare the study. Indicate features, skills, and/or services which distinguish your firm.
5. **Project Schedule:** Provide a project schedule overview. Note: it is anticipated that the notice to proceed will be issued by June 26, 2023, and the desired time frame for completion is three months or less.
6. **Demographic Information Form:** to allow STA to determine eligibility for Indian and MBE/WBE preference. [See Demographic form attached.](#)
7. **Firm qualifications and experience:** Submit the firm's qualifications and experience for performing similar engagements working with Tribal organizations, include a list of current and/or former tribes for which the firm has provided similar services.
8. **Fee proposal:** including a summary of all costs to deliver the scope of services in this RFP, broken down by task. Estimate the total hours or work needed based on the scope of services and include a payment schedule.
9. **Certification of eligibility:** to receive federal funds, submit a statement attesting that the vendor and any subcontractors have not been disbarred, suspended, or otherwise determined to be ineligible to receive federal funds. STA is required to confirm that the vendor and any subcontractors have not been disbarred, suspended, or otherwise determined to be ineligible to receive federal funds on SAM.gov.
10. **Signature:** The signature of the vendor's authorized company representative who can certify compliance with all the proposal requirements.
11. **Submission:** Attach all documents to one email and submit electronically to: Anne Davis, Deputy General Manager, Email address: anne.davis@sitkatriben-sn.gov

IV. TIMELINE

May 10, 2023	Sitka Tribe of Alaska issues Request for Proposal
May 22, 2023	Last day to submit questions on Request for Proposal
May 26, 2023	Responses to all questions will be provided to all companies that have expressed interest in submitting a proposal
May 31, 2023	Proposals are due by 3:00 pm Alaska Standard Time
June 1—7, 2023	Proposal review by Executive Management and Finance Committee
June 21, 2023	Recommended consultant with a proposed agreement submitted for approval to STA Tribal Council
June 26, 2023	Notice to proceed will be issued
October 1, 2023	Completion of the work so STA can utilize results for 2024 budgeting

V. STA CONTRACTING REQUIREMENTS

Once a consultant is selected, the following documents will be required:

- Fully signed and executed contract
- Completed W-9 Form
- Proof of Insurance per contract with the Tribe named as additionally insured

VI. **QUESTIONS:** All questions should be submitted in writing to Anne Davis, Deputy General Manager at: anne.davis@sitkatriben-sns.gov

VII. SCOPE OF WORK

The tribe intends to complete a comprehensive compensation study that will determine whether the existing salary and compensation schedule is competitive in today's market, as well as address the internal relationships within the government to help determine proper equity.

As such, it is anticipated that the following tasks will be completed by the selected consultant:

1. Job Classification and Compensation Plan-

- The selected consultant will perform a comprehensive, valid, and reliable job analysis/evaluation of each job class to determine if the current pay grade levels are appropriate. The purpose of the job evaluations is to ensure the pay structures continue to possess internal and external equity and relative worth (equal pay for equal work). The consultant will 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.

2. Job Description Review-

- Review job descriptions to include Fair Labor Standards Act (FLSA) designation,

pay grade, general statement of the job, essential and nonessential duties, minimum training/experience, physical requirements, and certification/license requirements for classifications, as needed.

3. Presentation of Findings and Communications Plan-

- The selected consultant will present findings and recommendations to the leadership team and other staff as designated. Detail a launch plan to include, at a minimum, an employee kick-off meeting and communications with executive staff, managers/supervisors, and employees during the study and implementation. Submit a final report with an executive summary of project results and the approved recommendations by the leadership team.

4. Executive Compensation Plan-

- Analyze executive positions and compensation levels to include salary and other benefits.
- Confirm comparable positions and present benchmark findings.

5. Maintenance Program/Merit Increases-

- Develop a maintenance program to address the need for new job analysis/evaluation, creation of new job description(s), and continued maintenance of the pay classification plan.
- Develop a maintenance program and structure tying the compensation increases to performance.

6. Implementation and Sustainability-

- Recommend policies, guidelines, and procedures for administration, including how the plan can be adjusted for the cost of living and how employees advance through salary ranges.
- Provide training, tools, resources, and documentation for the HR Staff to independently maintain the system post-implementation.
- Determine the validity of requests for reclassification and/or compensation changes outside the routine review process.

VIII. PROPOSAL SUBMITTAL

Proposal responses shall be submitted electronically in PDF format. All costs are to be final.

Proposals will be accepted by email to **Anne Davis at:** anne.davis@sitkatriben-sn.gov with the subject line RFP 2023-003 Compensation Proposal until May 31, 2023, by 3:00 pm. Proposals received by the deadline will be acknowledged by email with a time stamp. Incomplete proposals will be deemed unresponsive and will not be considered.

IX. EVALUATION OF PROPOSALS AND SELECTION PROCESS:

Evaluation Criteria: The Sitka Tribe of Alaska evaluation and selection process will be conducted in accordance with the table listed below. During the evaluation process, the following criteria will be used at all times. Additional sub-criteria that logically fit within a particular evaluation criterion may be considered even if not specified below.

	<u>Criteria</u>	<u>Rating 100%</u>
<u>1.</u>	<u>Timeline</u>	<u>30%</u>
<u>2.</u>	<u>Methodology</u>	<u>25%</u>
<u>3.</u>	<u>Cost Proposal</u>	<u>25%</u>
<u>4.</u>	<u>Professional Experience</u>	<u>20%</u>

Evaluation of Proposals and Selection Process: An internal Evaluation/Selection committee will be established. The committee will screen and review all proposals according to the weighted criteria above.

A. Responsiveness Screening:

Proposals will first be screened to ensure responsiveness to the RFP. The Tribe may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the Tribe reserves the right to request clarifications or additional information from any or all proposers regarding their proposals.

B. Initial Proposal Review:

1. The Committee will initially review and score all responsive written proposals based on the above evaluation criteria. The Committee may also contact the Proposer’s references.
2. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process.
3. The Tribe may reject any Proposal in which a Proposer’s approach, qualifications, or price is not considered acceptable by the Tribe. An unacceptable Proposal would have to be substantially rewritten to make it acceptable.
4. The Tribe will take into consideration qualifications, price, and preference when making a final decision.

C. Interviews, Reference Checks, Revised Proposals, and Discussions:

1. Following the initial screening and review of Proposals, the Proposers included in this stage of the evaluation process may be invited to participate in a virtual interview. Interviews, if held, will be conducted virtually via Zoom. If awarded, the individual(s) from the proposer’s firm or entity who will be directly responsible for carrying out the contract should be present at the virtual interview.
2. In addition to conducting a virtual interview, the Tribe may, during this stage of the

evaluation process, also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

3. Recommendation for the award is contingent upon successfully negotiating the final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Tribe may terminate negotiations and commence negotiations with the next highest-scoring Proposer or withdraw the RFP.
4. The Sitka Tribe of Alaska reserves the right to reject all proposals and waive any and all informalities and the right to disregard all nonconforming or conditional proposals or counter proposals.
5. Sitka Tribe of Alaska reserves the right to reject any proposal if the investigation of such proposer fails to satisfy the Sitka Tribe of Alaska that such proposer is appropriately qualified to carry out the obligations and to complete the work contemplated by the contract documents.
6. All proposals will be rejected if there is reason to believe that collusion exists among the proposers. The signature on the face of the proposal certifies that the proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person also submitting a proposal for the same services and is in all respects fair and without collusion or fraud. Proposer's signatory agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign the proposal for the proposer.

PROPOSAL CHECKLIST

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