



Food Bank of South Jersey
Salary Administration
Request for Proposal

June 15, 2022

1501 John Tipton Blvd
Pennsauken, NJ

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About the Project

Project Objective

Food Bank of South Jersey (FBSJ) is requesting the services of an outside firm or consultant to provide a Salary administration Plan including a competitive analysis of our compensation program, including confirming salary ranges and reward programs. The selected partner will be responsible for completing the items identified in this project's scope of work. FBSJ invites you to submit a proposal to furnish materials in accordance with the terms, conditions and specifications contained in this document.

Scope

FBSJ anticipates a project scope that includes analysis and recommendations based on findings and deliverables that will be tailored to FBSJ's goals and objectives. Recommendations should consider external competitiveness within relevant labor markets and internal equity across the organization.

Phase I: [e.g., Discovery]

- Evaluate FBSJ's current environment including base salaries, bonus and total cash compensation (including executive positions)
- Base pay compensation salary ranges
- Job family, title and levels audit

Phase II: [e.g., Assessment]

- Develop high-level assessment of FBSJ's area of concern/market disconnect
- Salary structure recommendations according to current market data, compensation philosophy, and other factors.
- Engage representative network stakeholders to determine FBSJ's position as a Feeding America affiliate and nonprofit organization in South Jersey

Phase III: [e.g., Implementation Plan]

- Provide Data Collection and Review
- Job Matching/Benchmarking
- Market Competitiveness Analysis
- Program Analysis/Recommendations
- Report Results

The final plan should include a high-level and concise plan, as well as a tactical plan to implement the recommended strategies.

Deliverables

There are several deliverables that should arise from the work within each phase. Deliverables should be aligned to business industry standards. Below is a list of expected deliverables by phase.

Phase I Deliverables: [e.g., Discovery & Assessment]

The first set of deliverables will contain discovery Data Collection and Review, including but not limited to:

- Discovering specific needs to be addressed
- Key compensation goals
- Comprehensive understanding of the job hierarchy and unique roles

Phase II Deliverables: [e.g., Implementation Plan]

The second set of deliverables will help frame our implementation plan. The elements of the plan will include, but not be limited to the following:

- Stated compensation philosophy and relevant labor market data to develop salary ranges to assist with compensation administration and incorporate geographic differentials
- A plan for salary administration with a focus on internal equity and ensuring that appropriate reporting structure, career progression and other considerations will be examined to ensure pay guidelines are appropriate

Project Requirements and Specifications

The Food Bank of South Jersey is seeking the professional support of a firm or consultant knowledgeable and experienced in Salary Administration to:

- Evaluate the existing environment
- Assist in Job Design and Analysis
- Provide work measurement/job evaluation
- Job family and career structures/architecture
- Help inform a vision for how FBSJ will move ahead in a fair way to ensure equal pay for equal work

Responsibilities of the Consultant

During the project, the consultant will be responsible for:

- Conducting an initial assessment
- Developing detailed requirements for our compensation plan
- Providing recommendations/guidance
- Delivering an implementation timeline, estimated resources/staffing, and estimated budget
- Managing the project through completion and implementation

Response to this RFP assumes that the firm/consultant has the necessary staff resources available to devote to this project and can meet this timeline.

Timeline

FBSJ intends to work with a partner and anticipates that this project will be executed according to the timeline executed below.

Proposal Timeline

Date	Task
June 15, 2022	RFP sent to vendors
June 21, 2022	Vendors submit any questions regarding the RFP
June 23, 2022	FBSJ will reply with answers to submitted questions
June 30, 2022 by 5 PM EST	Deadline for vendors to submit responses to RFP
July 5, 2022	Short-list of vendors identified, and presentations scheduled
July 8, 2022	Presentations at FBSJ (Pennsauken, NJ) or virtually
July 14, 2022	Vendor selected and notified
July 21, 2022	Discovery / Planning phase begins
September 30, 2022	Project complete

Project Services

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP in the form of a statement of work (SOW). All contractual terms and conditions will be subject to review by FBSJ and will include scope, budget, schedule, and other necessary items pertaining to the project.

About Food Bank of South Jersey

The Food Bank of South Jersey exists to provide an immediate solution to the urgent problem of hunger by providing food to people in need, teaching them to eat nutritiously, and helping them to find sustainable ways to improve their lives.

Background on Food Bank of South Jersey

Marking its 35th year in 2020, FBSJ is the leader in providing safe and nutritional food to people in need throughout South Jersey. In 2021, FBSJ distributed over 17.9 million pounds of food to approximately 200,000 South Jersey residents in Burlington, Camden, Gloucester and Salem counties. That's the equivalent of 14.9 million meals. Almost 999,999 children's meals were served, and 59,000 people were fed monthly through our 200+ partner agencies. We recognize that the talent and dedication of our 86 team members are contributing factors to the success of FBSJ, as they work to serve people in need. Providing community impact through local support, FBSJ ensures that local donations stay local. FBSJ is a member of Feeding America, our nation's largest hunger-relief organization. To learn more, visit www.foodbanksj.org.

Proposal Details

Proposal Guidelines

The Proposal should describe the methodology to be used to accomplish each of the project tasks and services as they are defined in the Scope of Work. The Proposal should also describe the work that will be necessary to satisfactorily complete the tasks and service requirements.

Please note that this Request for Proposal (RFP) cannot identify each specific, individual task required to implement this project successfully and completely. FBSJ relies on the professionalism and competency of the proposing firm/consultant to be knowledgeable of the general areas identified in the Scope of Work and of adequate competence to include in its proposal all required tasks and subtasks, personnel commitments, man hours, direct and indirect costs, etc.

Amendments to proposals are allowed prior to the proposal due date and must be made in writing. A vendor may withdraw its proposal at any time prior to the proposal due date by notifying the Submittal Contact in writing. Amendments or withdrawals offered in any other manner than described will not be considered. Proposals cannot be amended or withdrawn after the proposal due date.

Proposal Submission

Responses should be organized into the following sections:

1. Organization/Company Profile

- a. Type of ownership (e.g., individual, partnership, or corporation)
- b. Number of years in business
- c. Listing of primary disciplines and services provided
- d. Size of firm (i.e., number of staff and contractors)

2. Project Team

- a. Provide an overview of how the team would be structured
- b. Identify key personnel proposed for this project including their roles, number of years at the firm, and any special skill sets they bring
- c. Include bios for key personnel and their experience on comparable projects
- d. Identify subcontractors, if any, to be utilized and include resumes showing their experience on comparable projects

3. Experience/Qualifications/Reference

- a. Provide a minimum of three references
- b. Highlight any work done for nonprofit organizations

4. Understanding of Project Requirements and Specifications

- a. Demonstrate your understanding of the task and services requested
- b. Describe your approach to meet the objectives, including key activities and tasks
- c. Provide a proposed project schedule including milestones and project completion

5. Cost Proposal

- a. Provide a detailed fee proposal that reflects the project phases and/or milestones. The fee proposal should include all anticipated reimbursable expenses as a separate line item, and the charge rates of the people who would perform the work. FBSJ anticipates a fixed fee for service.
- b. FBSJ is a non-profit organization and appreciates any firm/consultant responding to this request for proposal to include a fee proposal commensurate with our non-profit status (i.e., low-bono rates).
- c. All quotes shall be held firm for a minimum of ninety (90) days after the proposal due date to allow adequate time for FBSJ to consider each proposal and make an award.

Appendices: Any additional documents that the bidder deems valuable to this proposal should be included as an appendix. This may include CVs of key project staff, documents that highlight work completed on previous projects that are similar in scope, etc.

Evaluation of Proposals

All proposals submitted will be evaluated by a committee of FBSJ staff. At the discretion of the committee, short-listed companies will be requested to make a formal presentation. Staff who would be assigned to this project should be present at the presentation. FBSJ's request for a presentation shall not constitute acceptance of a proposal. Those proposers will be notified to arrange specific date and time. All expenses related to the travel to FBSJ's office, proposal development and collateral materials for the presentation are entirely the responsibility of the bidder and shall not be chargeable in any manner to FBSJ. Proposals will be rated based on experience, pricing considerations and overall service capabilities. FBSJ reserves the right to award or reject any or all RFPs and shall select a provider based on its assessment as to which proposal best meets its needs at the most cost-efficient price. No single factor shall solely determine the selection.

Additional Information or Clarification

FBSJ's objective is to ensure that you are provided with the information you need to provide the most complete response to this RFP as possible. As such, FBSJ welcomes questions related to this RFP. **Questions or requests for clarification must be emailed by June 21, 2022 at 5:00 PM EST to Janet Kotsakis, Director of Human Resources at jkotsakis@foodbanksj.org.** All intended bidders will receive responses to all questions via email.

Each bidder must submit their final proposal by June 30, 2022 at 5:00 PM EST via email to Janet Kotsakis, Director of Human Resources at jkotsakis@foodbanksj.org. Electronic submissions only will be accepted.

Proprietary and Confidential Information Notice

This RFP contains proprietary and confidential information of FBSJ, which is provided for the sole purpose of permitting the recipient to respond to the RFP submitted herewith. In consideration of receipt of this RFP and related datafile, the recipient agrees to maintain such information in confidence and not to reproduce or otherwise disclose this information to any persons outside the group directly responsible for responding to its contents. There is no obligation to maintain the confidentiality of any information that was known to the recipient prior to receipt of such

information from FBSJ, or becomes publicly known through no fault of the recipient, or is received without obligation of confidentiality from a third party owing no obligation of confidentiality to FBSJ.