

RFP FOR TOTAL COMPENSATION STUDY AND PLAN
FOR THE
COQUILLE INDIAN TRIBE
NOVEMBER 1, 2022

I. PURPOSE OF THIS RFP

The purpose of this request for proposals (RFP) is for the Coquille Indian Tribe (Tribe) to solicit bids from qualified firms to examine existing job descriptions, total compensation, and salary schedules to ensure tribal employees are compensated competitively.

A. GOALS AND OBJECTIVES

Each position needs to be benchmarked, the current compensation examined, and an evaluation of where the position should be in a newly developed salary grade. The salary grade should present a competitive schedule that will encompass all titles, including specific contract positions identified by the tribe, and contain Low, Mid and Max rates of pay. The tribe intends to be the place where people want to be employed.

Objective	Anticipated Benefits
1. Recommend changes to existing job descriptions.	Improve job descriptions to follow industry best practices comparable to employers of similar size.
2. Obtain current salary ranges for existing job descriptions.	Pay employees their worth for the work they provide, considering geographical differences.
3. Assess non-salary components of overall compensation.	Ensure non-salary components of compensation are competitive with employers of similar size and in similar functions.
3. Present the total compensation package in marketable manner.	Provide existing and future employees with information that emphasizes a complete picture of compensation.
4. Create a new salary grade with guidance of what would trigger a title's grade change or what would trigger increasing of all grades (minimum wage, COLA, etc).	Provide a new scale for positions that creates a logical progression based upon education and work experience. Provide guidance around appropriate changes within the grades and salary scale updates.

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B. REQUEST FOR PROPOSAL TIMELINE

The following presents the proposed timeline for this project. These dates represent a tentative schedule of events. The Tribe may elect to hold oral presentations for top scoring proposals.

Task	Date
Request for Proposal Release	11/1/2022
Deadline for submitting questions	11/30/2022
Answers posted to website	12/9/2022
Deadline for submitting proposals	12/16/2022
Evaluation period (approximate time frame) including potential oral presentations by vendors	12/16/22 to 12/23/22
Selection of vendor and negotiating of contract	12/26/2022
Contract start Date	1/9/2022

Bidders shall be solely liable for any costs incurred in the preparation and submission of proposals. All material submitted by bidders shall become the property of the Coquille Indian Tribe. The Tribe may modify this RFP at any time prior to the due date by issuing a written addendum. Verbal modifications to the RFP specifications shall not be binding upon the Tribe. The Tribe may cancel, delay or suspend this solicitation at any time and for any reason. The Tribe may reject any or all proposals, in whole or in part. Failure to fully and truthfully disclose the information requested in this RFP may result in the disqualification of a proposal or termination of a contract, once awarded. Any questions related to this RFP should be directed in writing to Mike Frost, Human Resources Director, Coquille Indian Tribe (mikefrost@coquilletribe.org). Questions and answers will be made available to all recipients of this RFP.

II. BACKGROUND INFORMATION

A. THE COQUILLE INDIAN TRIBE

The Coquille Indian Tribe is a federally recognized Indian tribe with over 1,100 members. The Tribal government headquarters is located at 3050 Tremont Street, North Bend, Oregon 97459. The Tribe's governing body is a 7 member Council elected by the General Council, which consists of Tribal members age 18 and older. The Tribal government employs about 165 people at the government headquarters in North Bend and at its Ko-Kwel Wellness Centers in Coos Bay and Eugene, Oregon. More information about the Coquille Indian Tribe is available at our website: www.coquilletribe.org.

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B. BACKGROUND

The Tribe is a federally recognized sovereign Indian Tribe. The two divisions and their departments are listed below.

Tribal Government

Administration
Communications
Courts
Culture, Education and Learning Services (CELS)
Facilities and Maintenance
Finance
Gaming Commission
Human Resources
Information Technology
Legal
Natural Resources
Project Management
Public Safety
Tribal Member Development

Health and Wellness

Administration
Business Office
Community Services
Dental
Medical
Pharmacy

III. PROPOSAL PREPARATION INSTRUCTIONS AND REQUIRED INFORMATION

To facilitate the evaluation process and obtain the maximum degree of comparison possible, proposals should include the following information presented in the order and format shown below:

A. SECTION A - TECHNICAL PROPOSAL

- 1) Title Page: Show RFP subject, full legal name of proposer's firm, mailing address, telephone and fax numbers, name and email address of contact person and date of submission.

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- 2) Transmittal Letter: A one or two page summary stating the proposer's understanding of the work to be done and making a positive commitment to perform the work.
- 3) Table of Contents: A clear identification of the material contained in the proposal by section and page number.
- 4) Profile, Qualifications and Experience of Firm: Include location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. If applicable, identify all major subcontractors necessary to conduct the project. Describe the range of activities performed by your firm and relevant experience, including any similar work conducted for Indian tribal governments and/or healthcare organizations.
- 5) Qualifications and Experience of Staff: Include a list of personnel to be used on this project and their qualifications. Résumés or biographies describing education, background, accomplishments and any other pertinent information must be included for each of the personnel to be assigned for direct work on the project (including subcontractors, if any).

NOTICE: The personnel specified in the proposal shall be considered key personnel essential to the work being performed. Changes to key personnel without the prior written consent of the Tribe could result in contract termination. Prior to changing any of the individuals specified in the proposal, the contractor shall notify the Tribe reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. *The contractor must include a statement in the proposal to the effect that "the personnel assigned to this project as described in this proposal will not be changed without prior written approval of the Tribe."*

B. SECTION B - COST PROPOSAL

Clearly show the cost for completing the statement of work, including an itemized schedule showing various classes of costs (e.g., staff hours at appropriate rates delineated by task, anticipated out-of-pocket expenses, and any overhead and/or profit).

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C. SECTION C – REFERENCES

Provide the names, addresses, telephone numbers and email addresses of at least three clients (former or current) the Tribe may contact regarding your firm’s performance for similar work.

IV. PROPOSAL SUBMISSION INSTRUCTIONS

A. DUE DATE: PROPOSALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. PACIFIC TIME, DECEMBER 17, 2022 AT THE SUBMISSION ADDRESS, BELOW.

B. SUBMISSION OPTIONS (SELECT OPTION 1 OR 2):

1) Mailing Address for Paper Proposals (5 copies required):

Coquille Indian Tribe
3050 Tremont Street
North Bend, OR 97459
ATTN: Mike Frost, Human Resources Director

2) Email Address for Electronic Proposals:

Mike Frost, Human Resources Director: mikefrost@coquilletribe.org

V. PROPOSAL EVALUATION CRITERIA

The proposals will be evaluated based on the following four criteria:

A. APPROACH

Responsiveness of the proposal in clearly demonstrating an understanding of the work to be performed and in describing an approach acceptable to the Tribe for accomplishing the work.

B. IMPLEMENTATION TIMELINE

Reasonableness of overall time estimates to complete the work, as well as the time estimates for each major section of the work to be performed.

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C. QUALIFICATIONS AND EXPERIENCE

Qualifications and experience of the firm and key personnel, including:

- 1) Size and structure of firm and ability to maintain continuity of project;
- 2) Experience of firm in successfully completing similar projects;
- 3) Experience of firm in working with institutional investors, especially Indian tribes;
- 4) Qualifications and experience of staff to be assigned to the project (education, position in the firm, and years and types of experience will be considered); and
- 5) Reference recommendations.

D. COST OF SERVICES

The cost of the proposed services should be presented inclusive of all fees and out-of-pocket expenses. In evaluating cost, the Tribe will give preference to bids received from businesses that are majority owned by preference candidates as defined in CIT 188 Tribal and Indian Preference in Employment.

VI. CONTRACT SPECIFICATIONS

A. REQUIREMENTS

The contractor shall furnish all qualified personnel, facilities, equipment, and supplies to perform the work and provide the deliverables.

B. SCOPE OF REQUESTED SERVICES

The selected vendor for services will provide documents and related information throughout the lifecycle of a compensation study in collaboration with Human Resources Department. All job descriptions will be provided. There are approximately 120 job titles currently in use. The

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compensation study will be conducted for work performed in the following Oregon Counties: Coos, Lane and Jackson.

C. PAYMENT

Upon review and acceptance by the Tribe, payments for invoices are normally made within 45 days of receipt, providing all required information, documents and/or attachments have been received.

There shall be no advance payment for services furnished by a vendor pursuant to the executed contract. Payment for services shall only be made after completed deliverables are received, reviewed, and accepted in writing by the Tribe. The vendor shall bill the Tribe as outlined in the approved contract and/or deliverable payment schedule. Each billing shall consist of an invoice and a copy of the Tribe-approved deliverable sign-off form.