

Request for Proposal: Compensation Consultant

RFP Due Date: September 20, 2024

Introduction

Centro Campesino is looking for a contractor to provide compensation consulting services. The contractor will work closely with the Director of People & Culture, the Executive Director, and the Chief Financial Officer to provide services as outlined in the scope of work below.

Background

Centro Campesino, founded in 1972, supports multiple lines of business including housing development, home ownership solutions, property management, education/workforce development, and community revitalization and leadership in South and Central Florida. The company last completed a job classification and compensation study in 2021.

Project Purpose

The purpose of this project is to gather data on Centro's current state of compensation plans, compare that to market data, and outline a plan to move the company to the desired competitive stance in our local market.

Final Deliverables

Based on the project scope, expected deliverables are:

- Market Analysis Report
- Grade Order List with Proposed Pay Ranges
- Compensation Administration Guidelines
- Employee Level Pay Recommendations

Timeline

We project a 3-month timeline.

Proposal Requirements

The following information and documents are to be submitted with the proposal:

- Introductory letter indicating the consultant's interest in offering these services to Centro Campesino.
- Description of consultant's experience in compensation consulting.
- Proposal that describes the consultant's approach and plan for accomplishing the work outlined in the scope of work.
- Project Cost Estimate.

Proposal Submission

Please submit final proposals to Nadine Lewis, Director of People & Culture via email (nlewis@ccfcfl.org). Subject title should be "Proposal for Compensation Consultant".