



**REQUEST FOR PROPOSAL
COMPENSATION STUDY SERVICES**

ISSUE DATE: January 2, 2025

SUBMISSION DEADLINE: January 27, 2025

NOTICE
REQUEST FOR PROPOSAL
PARKLAND COLLEGE
COMPREHENSIVE COMPENSATION STUDY

I. PURPOSE

Parkland College is seeking proposals from qualified consulting firms to conduct a comprehensive compensation study. The purpose of this study is to evaluate our current compensation structure, ensure market competitiveness and promote equitable pay practices aligned with our organizational goals and values.

II. BACKGROUND

Parkland College is a public community college established to serve the needs of District 505 in vocational-technical and academic education employing approximately 420 full-time employees including faculty, staff and administration. Our current compensation system for non-union employees has been in place for over two decades and requires a review to address market competitiveness, internal equity, recruitment and retention challenges and to provide a framework for a compensation structure that is better suited for today's market.

III. SCOPE OF WORK

The selected firm will be expected to:

1. Conduct a comprehensive review of the organization's current compensation structure and policies.
2. Perform a market analysis to benchmark positions against comparable organizations within relevant industries and geographic regions.
3. Assess internal equity and pay practices to identify disparities.
4. Provide recommendations for adjustments to salary ranges, pay scales and job classifications.
5. Deliver a final report summarizing findings and proposed strategies to improve the compensation framework.
6. Offer implementation guidance, including policy updates and communication strategies.
7. Provide ongoing support to ensure compensation policies and strategies remain relevant and updated over time.

IV. Deliverables

Parkland College anticipates that a successful candidate will provide the following as part of this project:

1. Initial project plan and timeline.
2. Market comparison report with benchmarking data.
3. Analysis of internal equity.
4. Updated compensation structure, including proposed salary ranges and pay scales.
5. Final report summarizing findings, recommendations and an implementation roadmap.
6. Presentation of findings to Parkland College Board of Trustees.
7. Proposal for ongoing collaboration once the initial project is complete.

V. Proposal Requirements

Proposals should include the following:

1. Company background: overview of your firm, including experience with similar projects.
2. Project approach: methodology for conducting the compensation study and addressing the scope of work.
3. Team qualifications: key personnel assigned to the project, including their experience and credentials.
4. Timeline: estimated project timeline from initiation to completion.
5. Cost proposal: detailed cost breakdown, including any associated expenses.
6. References: contact information for three recent clients with similar projects.

VI. Selection Criteria

Proposals will be evaluated based on:

1. Experience and expertise in conducting compensation studies.
2. Methodology and approach to the project.
3. Qualifications of the proposed team.
4. Cost effectiveness.
5. Reference and past performance.
6. Presentation of proposal to President and Vice Presidents.

VII. Submission Instructions

Proposals must be submitted no later than January 27, 2025, to:

Kathleen McAndrew
Associate Vice President/Chief Human Resources Officer
Email: kmcandrew@parkland.edu
Parkland College
2400 W. Bradley Ave
Champaign, IL 61821

Phone: 217-353-2024

Proposals should be submitted in electronic format (PDF) with the subject line: “RFP for Compensation Study – [Your Organization Name].”

VIII. Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, et seq. (the “Act”), it is the policy of Parkland College to foster and encourage the continued economic development of minority-owned businesses, female-owned businesses, and businesses owned by a person with a disability. When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified minority owned businesses, female-owned businesses, and businesses owned by a person with a disability.

If you are certified as a minority-owned, female-owned, or person with a disability-owned business, please indicate that information as part of your proposal.

IX. Questions and Clarifications

All questions regarding this RFP must be submitted via email by January 13, 2025 to Kathleen McAndrew at kmcandrew@parkland.edu. Responses to all inquiries will be provided by January 17, 2025.

X. Timeline

1. January 2, 2025 – RFP Released
2. January 13, 2025 – Deadline for questions about RFP
3. January 17, 2025 – Parkland College will provide answers to all questions by this date.
4. January 27, 2025 – Submission Deadline
5. February 3-14, 2025 – On campus presentations.
6. March 1, 2025 – Recommendation to Board of Trustees
7. March 26, 2025 – Determination by Board of Trustees

XI. Terms and Conditions

1. Parkland College reserves the right to accept or reject any or all proposals.
2. All costs incurred in preparing the proposal are the responsibility of the respondent.
3. This RFP does not constitute a contract or an offer to contract.

We look forward to your proposal and appreciate your interest in partnering with Parkland College.