



9549 Koger Blvd, Suite 100, St. Petersburg, FL 33702 727-570-9696 • www.aaapp.org

To:

Date:

Response Due Date:

RE: Request for Information – Compensation survey

PURPOSE

The Board of Directors of the Area Agency on Aging of Pasco-Pinellas, Inc. (AAAPP) is requesting information of businesses well versed in delivering compensation surveys services to nonprofit agencies. Information received from the request will be reviewed by staff and the Board of Directors. Following review of information received, the AAAAPP will communicate the next steps to each RFI responder by February 10, 2023.

BACKGROUND

Introduction

The Area Agency on Aging of Pasco-Pinellas (AAAPP) is a 501(c)3 non-profit organization that has been serving seniors and individuals with disabilities and their caregivers in our community since 1974. We operate in Pasco and Pinellas Counties in the state of Florida serving as the **Aging and Disability Resource Center** for the entire two county area, providing an initial entry point for all aging and disability social services and coordinating a network of partners and providers to better meet the needs of our aging population.

Our Mission

AAAPP is a **trusted resource to advocate, educate and empower seniors, adults with disabilities and caregivers** which promotes independence, in partnership with the community.

Our Vision

Our community will provide seniors, adults with disabilities and caregivers with the resources and services needed to maintain independence, promote **healthy aging** and live an optimal **quality of life**.



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BASIC SCOPE OF WORK

Many individuals work at the AAAPP because they believe in the mission and the work. While this is true, employees deserve to be compensated competitively and equitably for their work. We believe this is key to recruiting and retaining top talent at the AAAPP. Our compensation strategy reflects our organizational values and culture. It is also responsive to our budget. The AAAPP is seeking to procure a salary survey and pay band analysis to better understand the median or average compensation paid to employees in one or more jobs. It is expected that compensation data will be collected from several employers and then analyzed to develop an understanding of the salary landscape in the nonprofit sector in Tampa Bay. AAAPP intends to use this compensation survey and associated pay bands to make strategic decisions about employee salaries and compensation packages in 2023/4.

The successful RFI respondent will be able to

Create a current Benchmark compensation for up to **30** positions at the AAAPP against other similarly sized not for profit agencies in the Tampa Bay area.

Create a compensation survey to include accurate salary and all benefits from 2021-2022 available data.

Gather data from similar nonprofit sized organizations including from senior serving social service providers is preferred.

Provide a summary of organizations surveyed

Provide a summary of job descriptions surveyed

Provide a summary of other compensation strategies nonprofit organizations use to compensate employees

Establish pay bands for key positions based on education/credentials and relevant work experience with entry, median and high grades.

Establish corresponding criteria for each grade

Collect Data on Personnel Policies and Practices to include:

- - Salary Adjustment Policies
- – Health & Welfare Benefits (Medical, Dental, Vision etc.)
- – Retirement Benefits
- - Annual Bonuses / Incentive Plans
- – PTO and Vacation Policies
- - Work / Life Benefits

SELECTION PROCESS AND TIMING

- Letter of Intent that includes your contact information must be submitted to hr@aaapp.org by January 27, 2023.
- A conference call will be held on February 1, 2023 at 10am EST to answer any questions potential RFI respondents may have.
- All responses to the Request for Information must be submitted to hr@aaapp.org by February 10, 2023.
- The Workforce Workgroup will review all responses and communicate their decision regarding firms to interview by February 15, 2023.
- The Workforce Workgroup and Agency staff will complete interviews with finalists by March 3, 2023.
- The Workforce Workgroup will recommend its preferred firm to the Board of Directors on March 20, 2023 and communicate the Board's decision to all firms that participated in interviews shortly thereafter.
- It is anticipated that the final salary survey work product would be due to the AAAPP in May 2023.

QUESTIONS

- For those who provide a Letter of Intent, an invite to a Q&A meeting will be emailed to RFI respondents. The meeting will be held on February 1, 2023 at 10am EST. No questions will be entertained outside this meeting. A Q&A will be posted on agingcarefl.org shortly after the meeting.

INFORMATION REQUEST

1. Firm Background

- Firm's contact information.
- When was your firm founded? Please provide a brief history of your firm, an outline of your firm's organizational structure, and the number of professionals.
- Describe your firm's culture, approach to compensation survey services.
- What competitive advantages do these offers?
- How many Not-for-Profit Organization clients do you presently serve, if any?
- Please disclose any potential conflicts of interest.

2. Services

- Outline scope of services, how long you have offered those services, and for how many clients you support with each service.
- Please provide the background of your firm's principals and the team that would most likely be assigned to serve the AAAPP.

3. SPECIFIC SERVICES RELATED TO SCOPE OF WORK

- Describe your firm's specific experience with compensation surveys
- Knowing the scope of work, how would you approach this project.
- Please provide 2 samples of compensation surveys you have completed.
- Please describe your fee structure and the services included. Please detail all fees for your work and any other potential a la carte fees. Also, identify any other costs that might be incurred.

This RFI is being sought strictly for the purpose of gaining knowledge of services available and should not be construed as intent, commitment, or promise to acquire services or solutions offered.

We value your time and effort in responding to our Request for Information.