

**East Coast Migrant Head Start Project**  
**Request for Proposal (RFP)**

1. Wage and Fringe Benefits Comparability Study (Phase 1)
2. Compensation and Salary Administration Consultation (Phase 2)

<b>RFP SCHEDULE (Phase 1)</b>	<b>DATE</b>
RFP Release Date	5/6/22
RFP Deadline	6/24/22
Study Duration	7/1/22-8/29/22
Draft Report due to ECMHSP	9/13/22

Phase 2 Schedule: TBD

Contact Information

**For questions or concerns related to this RFP, please contact:**

**Charles Burton**  
**Director of Human Resources**  
[Cburton@ecmhsp.org](mailto:Cburton@ecmhsp.org)  
**919-926-3353 (o)**

**1.) Organization Background**

East Coast Migrant Head Start Project (ECMHSP) is a non-profit organization that has provided high-quality and comprehensive Head Start services to farmworker families for more than 30 years. We also advocate for children and families in their other areas of need. Our annual budget is approximately \$64M.

We provide holistic, high-quality early childhood education for nearly 3,000 migrant and seasonal farmworker children in 48 Head Start educational centers across 10 states. Seven of our centers operate year-round; the rest operate seasonally. We currently have 933 employees, 522 (or 56%) of whom are classified as seasonal, whereas 396 (or 42.4%) are classified as year-round. Many center-level employees are scheduled to work 10 hours per day.

For more information about us, please visit our website at [www.ecmhsp.org](http://www.ecmhsp.org).

## **2.) Project Overview and Goals**

This project has two phases:

- **Phase 1** is a wage and fringe benefits comparability study (“the study”).
  - a. With respect to wages, the offeror will provide a competitive analysis of benchmark positions (one from each grade in our current position classification system) using our pay data in comparison to market salary data.
  - b. Utilizing published reputable benefits survey data, the offeror will provide a high-level review of benefit offerings and summary of market trends. They will illustrate opportunities to modify and/or enhance benefit offerings to remain competitive in the market, and will help ECMHSP ensure that its total compensation is competitive.
  - c. For more information on how to properly conduct the study, please see the following document: <https://eclkc.ohs.acf.hhs.gov/publication/wage-comparability-survey-analyzing-employee-compensation>
  - d. The requirements for the study can be found in the Head Start Uniform Administrative Requirements, a relevant section of which is cited below:
    - **45 CFR §75.430 Compensation—personal services.**
      - “(b) Reasonableness. Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the non-Federal entity. In cases where the kinds of employees required for Federal awards are not found in the other activities of the non-Federal entity, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the non-Federal entity competes for the kind of employees involved. This regulation is consistent with the purpose of wage comparability which is to link pay levels to those defined by the relevant labor market. The relevant labor market is typically one that the employer must compete in for employees with a particular skill set.”



- d. Coach and mentor ECMHSP's compensation project team through the project to enhance understanding and experience in working with compensation and related tools.
- e. Examine our compensation philosophy and recommend any improvements.
- f. Examine and validate our existing salary grade system and recommend any improvements, with particular emphasis on establishing and adjusting for differences in workload, center size, and demographics, among other factors.
- g. Assist in the development of career pathways, with particular emphasis on those employees at the maximum of their salary grade (currently 18 employees, excluding those paid at the salary cap maximum).
- h. Develop hiring and promotion guidelines.

To reach these goals, ECMHSP is now accepting bids in response to this Request for Proposal. We would like to establish a working relationship with one consulting company that can successfully manage both phases of this project.

**3.) Current Roadblocks and Barriers to Success**

- a. The seasonal nature of many ECMHSP positions, and the long hours required.
- b. Attraction and retention of qualified center-level staff, especially teachers.
- c. Historically low wages in early childhood education.
- d. The impact of the COVID-19 pandemic generally, and the fact that there is not an approved vaccine for the children in the age groups we serve.
- e. Current vacancies in the Human Resources department, and the department's response to overall organizational vacancies.

**4.) Quoting and Payment Terms**

We are requesting one quote for both phases of this project. The offeror should break down the costs expected for both Phase 1 and Phase 2. We anticipate that Phase 2 would begin soon after the successful completion of Phase 1. Payment terms will be agreed with the offeror.

**5.) Technical Qualifications**

The offeror, in its proposal, shall, as a minimum, include the following:

*a. Understanding our needs*

The offeror should describe the current challenges and opportunities specific to our organization. Describe how your firm is best suited to assist ECMHSP in facing those challenges and opportunities moving forward.

*b. Understanding the scope of work.*

The offeror should clearly describe the scope of work to be performed in conjunction with this RFP.

*c. Understanding our work*

The offeror should describe its understanding of our work by providing specific industry knowledge and expertise, including

- i. Prior experience working with nonprofit organizations
- ii. Prior experience consulting with organizations similar to ECMHSP.
- iii. Prior experience providing additional services to organizations similar to ECMHSP.

*d. Engagement team*

The offeror should briefly describe the qualifications of staff to be assigned to the engagement. Descriptions should include:

- i. Consulting team makeup.
- ii. Prior experience of the individual team members; team bios should include education and position in firm.

*e. Organization size and structure*

The offeror should describe its organization, size (in relation to work to be performed) and structure. The description should include:

- i. Size of the offeror, including number of employees.
- ii. Explanation of independence.
- iii. Any conflicts of interest that exist.

*f. Approach to the engagement*

The offeror should describe its approach to the work to be performed.

**6.) Proposal Evaluation**

a. Nonresponsive proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- i. The proposal is not received in a timely manner in accordance with the terms of this RFP.
- iii. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the requested work.

