

REQUEST FOR PROPOSALS

Total Compensation Study Project

ORGANIZATION:

International Center for Not-for-Profit Law

1660 L Street NW, Suite 600 | Washington, DC 20036

DUE DATE:

Proposals due September 9, 2024

RESPOND TO:

Brandon Hughes Administrative Officer | bhughes@icnl.org | (202) 452-8600 x 259

Project Overview

The International Center for Not-for-Profit Law (ICNL) is seeking a qualified company to conduct a compensation and benefits benchmarking project for its US staff. ICNL aims to review its existing salary and compensation schedule, including fringe benefits, and determine the extent to which it is competitive in today's market. ICNL would also like to receive recommendations on appropriate salary levels for 2025. The successful bidder will be required to conduct a total compensation survey and provide analysis and recommendations to ICNL's Senior Management.

Organization Overview

ICNL is an international nonprofit organization that works in more than 80 countries to improve the legal environment for civil society, philanthropy, and public participation around the world. ICNL's core strength is its legal expertise and is therefore seeking to attract highly qualified lawyers with experience in international development and human rights. ICNL is headquartered in Washington, D.C., with 39 employees on its US payroll, most of whom are located in the DMV area. ICNL's annual budget is approx. \$12 million. For more information, please see our [website](#) and latest [annual report](#).

ICNL

Scope of Work

The project will cover positions on the US payroll except expat positions. The scope of services for the Compensation Study includes the following tasks:

- Conduct a comprehensive compensation survey using ICNL's job titles, duties and responsibilities.
- Conduct a total compensation analysis to provide ICNL with an accurate assessment of how its compensation compares with the selected labor market. The total compensation analysis includes the employer cost for the base salary and all benefits offered by ICNL. Specifically, the bidder is requested to provide:
 - Analysis of employer paid insurance premium contributions for health, dental, vision insurance, life insurance, and AD&D insurance.
 - Analysis of leave benefits including holidays, sick leave, vacation and other leave.
 - Analysis of retirement benefits offered to employees.
- Review the current salary structure (including grades, salary ranges and placement of positions) and provide any recommendations to improve external competitiveness and internal equity.
- Provide projected market data for 2025 and recommendations for salary levels to remain competitive.

Project Timeline and Key Deliverables

September 30: Start date of Project

October 25: Submission of first draft of Compensation Study Report

October 28 – November 1: ICNL feedback

November 15: Final Report submitted

Proposal Requirements

In order to be considered for selection, proposals should include:

1. A cover letter or cover page summarizing key points of the proposal.
2. A statement of why the firm believes it is qualified to provide the services described in this Request for Proposal. Provide a summary of your firm's qualifications, including background and experience. Please indicate your firm's experience in undertaking similar projects and the experience of the team proposed for this project. Experience with similarly situated international

nonprofit organizations and with assessment of legal positions is strongly preferred.

3. A list of at least three (3) references with name of organization, job title, addresses and phone numbers. References should be for organizations similar to ICNL, for which the firm is currently providing compensation study services or has provided compensation study services in the last two years.
4. A description of your firm's understanding of the project and the scope of work. Discuss your firm's methodologies used and/or approaches taken to prepare the study. Indicate any features, skills, and/or services which distinguish your firm and make it the better choice for ICNL.
5. A project schedule in line with the proposed Project Timeline – include interim milestones, deliverables, required meetings with ICNL, and any other tasks required for the successful and timely delivery of the Total Compensation Study.
6. A staffing schedule listing proposed personnel assigned to this project. Include assigned duties and resumes for each individual listed. Resumes must include a list of work performed comparable to that described within this RFP.
7. Price schedule with a clear presentation of fee structures and how the resources of your firm will be allocated for this project (e.g., number and type of personnel allocated by hours; fixed fee etc.). Include proposed payment schedule.

Proposal Timeline

August 19: RFP published and sent to prospective bidders

August 19 – August 30: Q&A period

September 9: Deadline for proposal receipts

September 16-20: Finalist interviews

September 20: Final selection

Proposals should be submitted via email to Brandon Hughes, Administrative Officer at ICNL at bhughes@icnl.org by COB on September 9, 2024. Any questions regarding the RFP may be directed towards Brandon as well, either by phone (202-452-8600 x 259), or by email.