



**SOUTHEAST INTERSTATE LOW-LEVEL RADIOACTIVE WASTE
COMPACT COMMISSION**

REQUEST FOR PROPOSALS

FOR

COMPENSATION AND BENEFITS STUDY

Proposals Due: October 20, 2017, 3:00 P.M.

I. SOUTHEAST INTERSTATE LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT COMPACT

In 1980, Congress passed the Low-Level Radioactive Waste Policy Act, which provided for a new approach to the disposal of low-level radioactive waste (LLRW) in the United States. It assigned each State responsibility for the disposal of LLRW generated within its borders and authorized states to enter into compacts for the purpose of operating regional disposal facilities. To meet their obligations under the Act, Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee and Virginia formed the Southeast Interstate Low-Level Radioactive Waste Management Compact (“Compact”). Currently the Compact consists of Alabama, Florida, Georgia, Mississippi, Tennessee and Virginia. There are nine other LLRW compacts within the United States.

The Southeast Compact Commission (“Commission”) oversees the administration of the Compact agreement. The Commission is composed of two commissioners and two alternate commissioners appointed from each member state. Currently, the Commission is staffed by an executive director and one staff member to perform the day-to-day activities of the Commission.

II. STATEMENT OF WORK

The Commission is seeking proposals from qualified consultants to perform a salary study and analysis of fringe benefits of the Commission employees, their respective positions, and job classifications as it relates to the market. The purpose of this study is to examine the base pay and employee benefits of current positions and perform a geographical and professional market comparison of those positions. Consultant will recommend a five-year plan that will provide a methodology for evaluating and updating pay scales in accordance to the market.

The study should be based on comparison to industry standard benchmarks for professional and comparable positions, both in government and private industry. The comparison to government positions should include market data from each of the six Compact states and from each of the other Compact regions. The Commission will provide information regarding job descriptions, contact information for other Compacts, and Commission studies regarding staffing.

Deliverables will include written findings and recommendations, including documentation of the market data and methodology, a proposed five-year salary plan, a systematic way of monitoring pay scales against the current market, and a recommended methodology for addressing salary and benefits.

III. SCOPE OF PROJECT

The scope of the project includes the following tasks:

1. Conduct a salary study of staff employees, including fringe benefits.
2. Perform a geographical and professional market comparison for current positions against government and private industry, including a comparison of governmental positions from each of the five Compact member states.
3. Recommend a five-year salary plan.
4. Provide a methodology of evaluating and updating pay scales.
5. Provide documentation, presentations, and training on market comparison and monitoring pay scales.
6. Methodology for addressing the salary plan.
7. Review of titles, classifications, and their alignment with comparable governmental positions in each of the five Compact states.

IV. SUBMITTAL OF PROPOSAL

1. Who May Respond

To be considered, a Consultant must be a qualified person or entity with experience in evaluating salaries, pay scales, benefits, job descriptions, and market pay/benefit analysis.

2. Submission Date

Interested firms should submit one electronic file in PDF format to Ted Buckner, Executive Director at tedb@secompact.org, no later than 3:00 P.M. EST on Friday, October 20, 2017.

3. Additional Submittal Information

- a. Interested parties are solely responsible for ensuring that proposals are delivered on time.
- b. Proposals received after the due date and time will not be considered.
- c. The Commission reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.
- d. The Commission does not discriminate on the basis of race, creed, color, ethnicity, national origin, disability, sex, age or marital status.
- e. The Commission reserves the right to seek clarification on missing or ambiguous materials.
- f. Submitted proposals which fail to provide the requested material/information in this request for proposals (RFP) may be deemed non-responsive.
- g. If it becomes necessary to revise any part of this proposal, addenda or revisions will be posted on the Compact website (www.secompact.org) no later than October 10, 2017. Any person or entity responding to this RFP will be solely responsible for checking the website for such posting prior to submitting a response to this RFP.
- h. *The total number of pages in the submittal shall not exceed ten (10) pages not including the cost proposal. Economy of preparation and brevity are encouraged.*
- i. *The Commission may request submitting firms to provide further detailed information.*

V. PROPOSAL PREPARATION COSTS

This RFP does not, under any circumstance, commit the Commission to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with response to this request.

VI. PROPOSAL DISPOSITION

All materials submitted in response to this request for information shall become the property of the Compact upon delivery.

VII. PROPOSAL CONTENT

The total number of pages in the proposal shall not exceed ten (10) pages not including the cost proposal.

1. Introduction

On a cover sheet to the proposal, provide the official name, address, phone number and e-mail address of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

2. Experience and Qualifications

- a. A brief description of the experiences and qualifications of the proposed staff member(s) who will be performing the services.
- b. A brief description of the organization, if not an individual.
- c. A list of any entity for which the consultant has conducted comprehensive description of and work completed classification and compensation studies within the past five years.
- d. A list of three recent client references, including telephone and e-mail addresses, and physical addresses.

3. Approach/Methods Used to perform the Project

Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:

- a. Proposer's understanding of the services to be provided.
- b. Methodology and best practices to be used.
- c. Estimated time the project will take from beginning to completion date, including a milestone list and estimated time for each.
- d. Describe the system to be used and how the methodology works to establish pay classes and future job descriptions to be added to the system.

4. Cost Proposal

This section should contain a complete breakdown of all costs relating to the content of the proposal, including the maximized total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the proposal.

VIII. EVALUATION CRITERIA

The following will be considered in the selection of a consultant:

1. The methodology, approach, and best practices that will be utilized.
2. Relevant experience.
3. Assigned staff experience and qualifications.
4. Team compatibility, including the ability to work with Commission staff based on references and other supporting information.
5. Unique resources the firm may bring regarding innovative techniques/system used and future application.

IX. SELECTION PROCEDURE

1. Evaluation Process

Proposals will be evaluated and scored by a selection team composed of selected Commission members based on the scoring criteria as outlined in this document.

- a. Company methodology, approach, understanding, and practices utilized by the firm. (50 points maximum)
- b. Relevant experience and key staff experience and qualifications. (20 points maximum)
- c. Team compatibility, including the ability to work with Commission staff based on references and other supporting information. (10 points maximum)
- d. Unique resources the proposer may bring regarding innovative techniques/system used and future application. (10 points maximum)
- e. Cost proposal. (10 points maximum)
- f. Optional interview. (20 points maximum)

2. Additional Selection Factors

- a. The number of respondents short listed will be at the discretion of the selection team.
- b. The selection team may invite any number of the highest rated firms to participate in either telephonic or video interviews.
- c. All expenses related to the participation in the interviews are the responsibility of the consultant with no obligation to the Commission.
- d. The decision to interview and the number of firms to interview is at the sole discretion of the selection team.
- e. The interview (if required) will be evaluated and scored, and this score will be added to the overall score.
- f. The Commission reserves the right to negotiate price and scope of work with the consultant scoring highest in order to reach agreement.
- g. If negotiations with the highest scoring consultant are unsuccessful, the Commission may then negotiate with the second highest scoring consultant and so on until a satisfactory agreement has been reached.

X. QUESTIONS RELATED TO PROPOSAL

Written questions related to this RFP may be asked by directing an email to tedb@secompact.org by no later than September 19, 2017. Responses to questions will be posted on the Commission website no later than October 6, 2017

All respondents are responsible for reviewing responses to written questions prior to delivering proposals.