



# REQUEST FOR QUOTE

## No. 2024-06

### COMPENSATION STUDY AND ANALYSIS

#### **Objective:**

ChildCareGroup (CCG) is seeking a company to conduct a compensation study and analysis to evaluate current market pay rates in each of the markets in which it operates, as well as provide recommendations on current positions and structure. The Agency currently has approximately 440 employees in the Dallas Ft. Worth, Corsicana, Waco, and Beaumont, Texas areas.

To remain competitive in today's dynamic labor environment, we must have a review of our current compensation rates, to adjust and modify as necessary to meet the needs of a competitive and diverse workforce.

#### **Scope of Work:**

The primary objective of this study is to analyze compensation rates for all job titles for the markets we serve and to obtain recommendations that ensure CCG's compensation rates are competitive, equitable, and market based. The secondary objective is to analyze current positions and make recommendations as appropriate on consolidation of job codes and/or position IDs.

CCG currently has approximately 48 active job titles, however job titles could go up to 60. CCG will provide the selected vendor with data as requested to properly assess current compensation and organizational structure and other information as required to complete a compensation analysis.

The key components of this RFQ are as follows:

- Determining competitive compensation rates for all positions (see Appendix I for position listing)
- Evaluate current compensation practices based on review of the CCG Compensation Policy (Jan. 2023)
- Identify consolidation opportunities for job codes/job titles to reduce repetitive positions as needed.

\*\*The selected vendor will use the appropriate set of data resources that works best for them to ensure a complete and accurate market analysis and will include in its response a detailed plan for this analysis, potential sources utilized, as well as a timeline for completion of the project.

Responses will be evaluated based on the following:

- Experience of the proposer to provide services (30%)
- Cost (30%)
- Deliverables (20%)
- Timeline for execution (20%)



**Cost of Services:**

Respondents are to provide their proposed costs for the completion of this project in its entirety. Cost estimates will be considered as “not to exceed” quotations, except to the extent that the assumed scope is changed by mutual agreement in writing. A rate schedule for computing any extra work not specified within the scope of work should also be included.

**Terms:**

This agreement shall be for a period of one (1) year, subject to funding availability.

ChildCareGroup reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Quote (RFQ) at any time without prior notice. This RFQ does not commit CCG to accept any quotes submitted, nor shall CCG be responsible for any costs incurred in the preparation of responses to this RFQ. CCG reserves the right to reject any or all quotes, to accept or reject any or all items in the quotation, to award a contract in whole or in part of the RFQ specifications and requirements, and/or to award to one or multiple bidders herein as deemed to be in the best interest of CCG.

**Deadline for questions:**

Questions regarding this solicitation will be received until **6:00 pm (Central Time) on April 19, 2024**. All questions shall be forwarded to the attention of the Procurement Department, at [procurement@ccgroup.org](mailto:procurement@ccgroup.org). Questions received after this deadline will not be answered.

**Due Date and Time:**

Responses to this solicitation are due by **6:00 pm (Central Time) on April 29, 2024 (central time)**. Responses will be received in electronic form **only** and shall be sent to the Procurement Department, at [procurement@ccgroup.org](mailto:procurement@ccgroup.org). Late responses will not be accepted.



## **Appendix I: Job Title Listing**

A/P and Payroll Specialist  
Accountant  
Administrative Assistant  
Attendance and Payments Specialist  
Business Intelligence Engineer  
Center Assistant/Food Handler  
Center Program Assistant  
CEO  
CFO  
Child Care Operations Business Coach  
Compliance Specialist  
Controller  
Cook  
Coordinator  
Customer Service Specialist  
Director  
Documents Management Verification Specialist  
Early Childhood Inclusion Specialist  
Early Childhood Program Assistant  
Education Specialist  
Eligibility Specialist  
ERSEA Data Specialist  
Executive Administrator  
Family Advocate  
Family Navigator  
Health Service Specialist  
Health Specialist  
Health/Inclusion Specialist  
HR Business Partner  
HR Coordinator  
HR Generalist  
Inclusion Specialist  
IT Support  
Manager  
Marketing and Communications Specialist  
Mentor  
Parent Educator  
Procurement Specialist  
Program Support Specialist – Texas Rising Star  
Provider Services Specialist  
Quality Initiatives Specialist  
Recruiter  
Services Representative  
Supervisor  
System Administrator  
Teacher  
Texas Rising Star Mentor  
Vice Presiden



## **General Terms and Conditions:**

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. Tax shall not be included in the prices offered. A Tax-Exempt Form will be provided by CCG upon request.
5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. All change orders and modifications to the contract shall be processed through the Procurement Department only.
6. **INVOICES:** Invoices shall be submitted by email to [ap@ccgroup.org](mailto:ap@ccgroup.org), attention Accounts Payable. Proposer will submit invoices on a monthly basis, including all supporting documentation (if applicable) to CCG, detailing services rendered, the number of hours worked, hourly rate, and total costs incurred.
7. **PAYMENT TERMS:** Payment terms are **Net 30 days**, unless otherwise specified by CCG.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Senior Director of Procurement. CCG reserves the right to approve or reject any and all requests for price escalations.
9. **PRICE REDUCTION:** If during the life of the contract, the proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.



- 10. INDEMNITY:** The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract.
- 11. TERMINATION FOR DEFAULT:** CCG reserves the right to terminate the contract immediately in the event the proposer fails to meet delivery schedules, or otherwise perform in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source.
- 12. TERMINATION FOR CCG CONVENIENCE:** Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.