



REQUEST FOR QUOTE COMPENSATION REVIEW

ChildCareGroup (CCG) is seeking a company to conduct a compensation review for the Agency. The Agency has approximately 320 employees in the Dallas Ft. Worth area and in Beaumont, Texas. The objectives are as follows:

- Develop a fair, equitable, market-based compensation system to address the challenges ChildCareGroup currently faces
- A set of salary grades and how all of the current positions fall into those grades, based on current market data
- Recommendations on how to address outliers
- Recommendations on current compensation practices based on review of current procedures
- Ensures that the current system is compatible with the organization culture and future direction

The successful vendor will provide a detailed plan for this study as well as a timeline of completion of this project.

Responses will be evaluated based on the following:

- Ability of organization to provide requested services (25%)
- Deliverables (25%)
- Timeline for execution (20%)
- Price (30%)

Terms:

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, and/or to award a contract in whole or in part of the RFQ specifications and requirements herein as is deemed to be in the best interest of CCG.

Deadline for questions:

Questions regarding this solicitation will be received until 12:00pm (central time) on September 16, 2019. All questions shall be forwarded to the attention of Rochelle Ragas, Procurement Manager, at rragas@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due on September 23, 2019 by 11:00am (central time). Responses will be received in electronic form **only** and shall be sent to Rochelle Ragas, Procurement Manager, at rragas@ccgroup.org. Late responses will not be accepted.