

## **Request for Proposals Total Rewards Compensation and Classification Study**

### **Background**

Indianapolis Cultural Trail Inc creates, inspires and sustains connections and cultural experiences that are accessible for all. The Indianapolis Cultural Trail is both a 501(c)(3) not-for-profit organization and a world class, internationally recognized linear park: The Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick. In partnership with the City of Indianapolis, the organization also manages Pacers Bikeshare and public destinations along and connected by the Cultural Trail.

Our staff includes eight (8) full-time and eight (8) part-time positions. Five of the part-time positions are similar while the remaining part-time and full-time positions are unique. Our fifteen-member volunteer board of directors includes community leaders from the Indianapolis area who bring diverse skills, experiences and perspectives to our organization. Our annual operating budget is approximately \$1.5M.

A priority within our multi-year strategic plan is to have a high performing board and staff. The strategic plan also identifies three objectives to help us achieve a best in class workforce:

1. On a regular basis, perform a compensation review to ensure a competitive benefits package is offered to the organization.
2. Create a more robust employee development process that includes a formal annual performance plan, goal setting and performance reviews.
3. Provide enhanced professional development opportunities to identified team members.

As we work toward that aim in an increasingly competitive labor market, we desire to outsource our first compensation study and employee classification study to help us meet these objectives.

### **Assignment Scope**

We seek a qualified consulting firm with experience in the not-for-profit sector to provide the following deliverables:

- A total rewards compensation plan (addressing salary and benefits), informed by ICT's organizational values and philosophy, with recommendations for implementation.
- A review of our current employee classifications with recommended updates.

We anticipate this project will involve:

- Reviewing our current compensation and classification practices.
- Surveying the labor market and benchmark classes.
- Conducting a comprehensive compensation study that examines wages and benefits.

- Analyzing internal salary relationships and developing appropriate internal relationship guidelines.
- Developing externally competitive and internally equitable salary and hourly recommendations for each position.
- Providing a classification recommendation for each position.
- Providing a plan for implementing final recommendations.

You may propose additional tasks as deemed necessary to complete the assignment.

### **Assignment Scope**

#### **Timeline**

- May 3: RFP released.
- May 31: Responses due.
- June 16: Firm selected.
- June 30: Work begins.

#### **Submission Requirements**

Email your written proposal to [rknoop@indyculturaltrail.org](mailto:rknoop@indyculturaltrail.org). It should include:

- Your name and contact information.
- Your firm's qualifications and history.
- Your understanding of our project.
- Description of your compensation and classification methodology.
- Resumes of principal professional/s who will work on the project.
- Timeline with beginning and end dates for each phase of work.
- Anticipated support needed from client for each phase of work.
- Itemized project cost and preferred payment schedule.
- References from two not-for-profit organizations for which you have completed similar work within the past three years. For each reference, please include organization name, contact name, contact information, size of workforce, services provided and when you worked for the client.
- Any additional information you deem appropriate.

#### **Questions**

The Indianapolis Cultural Trail's Executive Director and CFO are offering 15 minute phone or virtual appointments on May 11 and May 12 from 2:30 - 3:30 p.m. each day to answer any questions you may have. To schedule your appointment or let us know if there is anything else you need, please contact Rebecca Knoop at [rknoop@indyculturaltrail.org](mailto:rknoop@indyculturaltrail.org).

**Thank you for your interest in serving us!**