



New York State Community Action Association
www.nyscommunityaction.org · 518-690-0491
2 Charles Boulevard, Guilderland, NY 12084

Request for Proposals (RFP)

NYSCAA MEMBER COMPENSATION SURVEY, WRITTEN REPORT AND PRESENTATION

Date: April 20, 2021

Organization Overview

The New York State Community Action Association (NYSCAA) was created in 1987 to provide New York State Community Action Agencies with information, professional development, and technical assistance to enhance the capacity of agencies to serve as effective, responsive community resources. NYSCAA's mission is to strengthen the capacity of the Community Action network to address the causes and conditions of poverty.

There are 47 Community Action Agencies (CAA) in NYS that are members of NYSCAA. CAAs are federally designated as the frontline resource for people living in poverty, providing direct services and support for education, employment and family support services for low income families. In addition to the direct services they provide, CAAs promote community economic development through community partnerships and inter-agency collaborations.

Purpose

NYSCAA seeks proposals from consultants or organizations to conduct a confidential compensation survey of its members. The selected consultant or organization will also prepare a report and present the findings of the data to the NYSCAA membership. The consultant or organization will work with a subcommittee of NYSCAA members.

When setting and negotiating compensation packages, Community Action Agencies often rely upon data points that are comparable with other nonprofits, such as geographic location, size of agency budget, job title, years of experience, educational level, salary, bonus, and other non-traditional benefits. However, these surveys fail to appreciate all relevant nuances of Community Action Agency job titles - which would result in a more accurate survey. NYSCAA seeks a survey that will accurately reflect compensation based on job responsibilities of positions – not just job title. Looking across Community Action Agencies, there are multiple job titles applied to the same job responsibilities.

The CAAs need a reliable survey that they can use to set competitive compensation within their organizations. With 47 member agencies, the results of a compensation survey will be meaningful and beneficial to NYSCAA's members while still preserving confidentiality of individual responses.

We envision surveying the entirety of NYSCAA's membership, recognizing that each staff member's role within their agency is varied by data points such as length of time in the position, educational background, level of client contact, amount of direct supervision, and other categories. Maintaining confidentiality of any individual CAA response is important.

Scope of Work

We request:

Phase 1: In consultation with a NYSCAA subcommittee, design an electronic compensation survey that will be communicated to NYSCAA's members, follow up with members and collection of survey responses. The survey data must be collected, and stored in a manner that ensures confidentiality of respondents.

Phase 2: If a statistically relevant number of NYSCAA members respond, a written report reflecting the results of a compensation survey that provides meaningful data regarding the compensation packages of NYSCAA members will be developed. The report should include an executive summary/highlight section and the written report should be in a form that follows standard research protocol and can be deemed reliable. The report should be able to be sorted and organized by considerations such as specific regions within NY, budget size of CAA, number of employees, etc.

Phase 3: Presentation of the report to the NYSCAA membership at a meeting scheduled at a mutually agreed upon time and location.

Duration of the Engagement

The engagement would be for six months.

Bid and Approval Process

A NYSCAA membership committee will review the proposals, follow up with requests for additional information, if necessary and will make a recommendation to NYSCAA's leadership.

NYSCAA will be responsible for approving the vendor and a mutually agreed upon contract setting forth the details of the assignment will be executed.

Time Frame and Pricing

Questions may be submitted using this link <https://nyscaa.memberclicks.net/questions-re-survey-rfp> no later than April 30, 2021. Responses will be posted no later than May 7, 2021 and the closing date for submission of proposals is May 21, 2021.

Preference will be given to bidders who can begin this project within 30 days of executed contract. The project is expected to begin in June/July, 2021.

NYSCAA prefers a flat fee proposal with consideration given to the three phases of the project.

Application Information

Please provide the following information:

1. Name of Consultant/Applying Organization
2. Address
3. Contact Person's Name, Phone Number, and Email Address
4. Description of services and approach to surveying and data
5. Description of report format
6. Qualifications/prior experience, including specific non-profit experience
7. Fixed cost price
8. Number of staff involved in the work and their responsibilities
9. Any other pertinent information
10. Three references (name, phone, email address)
11. Two to four representative examples of surveys

Proposals are due by May 21, 2021 and should be submitted to Jacqueline Orr, NYSCAA CEO by email at jorr@nyscommunityaction.org.