



## **REQUEST FOR PROPOSALS**

Market Analysis:

Tennessee Primary Care Association

**RFP Release Date:** July 17, 2024

**Proposals Due:** August 7, 2024

### **Proposal Submissions should be directed to:**

Libby Thurman, CEO

[Libby.Thurman@tnpca.org](mailto:Libby.Thurman@tnpca.org)

## **ABOUT TPCA**

Formed in 1976, the Tennessee Primary Care Association proudly serves as the collective voice of our state's community health centers. At TPCA, we're not just a membership association, we're a strategic partner in ensuring all Tennesseans have access to quality, patient-centric primary care. We empower our 29 members with shared resources, amplify their interests at the state and federal levels, and foster a collaborative environment. Each year, TPCA members served more than 400,000 Tennesseans, regardless of their insurance status or ability to pay.

## **PROJECT BACKGROUND**

TPCA strives to be an employer of choice. Recruiting and retaining qualified staff is critical to the achievement of our mission. TPCA periodically completes a compensation and benefit analysis of similar organizations to ensure our salary structure is competitive and equitable. TPCA seeks an experienced consultant to conduct a market analysis and assist TPCA in updating our salary structure, including grades and salary ranges. The ideal consultant will have experience working with non-profit entities and will have a focus on internal equity.

## **SCOPE OF WORK**

TPCA seeks to contract with a consultant to provide the following services:

1. Collect and analyze salary and benefits data from similar organizations.
2. Present data in a report to TPCA CEO.
3. Work with TPCA CEO to establish grade and salary structure for TPCA positions.
4. Provide guidance on a framework that TPCA can utilize to appropriately compensate each position in each grade.
5. Analyze TPCA's benefits and prepare total compensation template for TPCA use with staff.
6. Provide guidance to TPCA on additional benefits that the organization could offer staff to improve total compensation competitiveness.

## TIMELINE

- RFP Release: July 17, 2024
- Proposals Due: August 7, 2024
- Consultants notified: Mid-August
- Scope of work completed by: October 31, 2024

## FORMATTING YOUR RFP RESPONSE

Please provide a narrative response to include the following:

1. A cover letter that summarizes your experience and expertise.
2. A detailed project plan outlining how you will approach the project, including a timeline and budget.
3. A description of relevant experience with compensation and benefit analysis, particularly with non-profit entities and how you will focus on internal equity.
4. A brief biography of individuals who would complete the work.
5. Two references including name and contact information. *Your provision of references is considered your agreement for TPCA to contact your references.*

## OTHER

TPCA retains the right to negotiate with entities who respond to this RFP, as necessary, to adjust scope of work, timeline and/or budgets to accommodate the needs of TPCA.

Questions and communication are welcome throughout the proposal process. Please direct proposal questions to [Libby.Thurman@tnpca.org](mailto:Libby.Thurman@tnpca.org).