

REQUEST FOR PROPOSAL (RFP) Compensation Analysis Services

Issued by Sigma Gamma Rho Sorority, Inc.

1. OVERVIEW

Sigma Gamma Rho Sorority, Inc. (SGR) seeks proposals from experienced compensation consultants or firms to conduct a comprehensive salary benchmarking and compensation analysis for its International Corporate Headquarters (ICHQ) team. This project builds on a prior analysis conducted in 2021 and will serve to align compensation practices with current nonprofit benchmarks, support equitable pay practices, and inform long-term workforce strategy.

2. ORGANIZATIONAL CONTEXT

SGR's ICHQ operates as a remote-first team, serving a global membership base. The current structure includes:

- 25+ staff across Finance, Operations, Membership Services, Technology, Event Planning, HR, and Communications
- A volunteer executive leadership structure of elected and appointed officials
- Recent additions include an IT Manager, Marketing & Communications Manager, and Conventions & Events Manager

Team members are geographically distributed across the following compensation markets:

- **Southeast U.S. (Mid-to-Low Cost Markets)**
- **Northeast U.S. (High Cost Market)**
- **South Central U.S. (Mid-Cost Market)**
- **International (West Africa)**

This analysis must consider varying cost-of-labor benchmarks, remote work implications, and nonprofit sector compensation dynamics.

3. OBJECTIVES

- Benchmark current compensation against market data and nonprofit norms
- Evaluate internal pay equity across roles and departments
- Adjust for geographic and remote workforce considerations
- Develop competitive, role-based salary bands
- Design a compensation calculator/tool to support long-term planning and equity

4. SCOPE OF WORK

A. Job Matching & Role Validation

- Validate job descriptions and organizational levels
- Align internal roles to industry-standard benchmarks

B. Market Benchmarking & Pay Equity Analysis

- Benchmark salaries using nonprofit and mission-based compensation datasets
- Apply cost-of-labor differentials based on location
- Conduct internal pay equity assessment

C. Compensation Framework & Salary Bands

- Recommend salary bands by job title, department, and seniority
- Include P25, P50, and P75 benchmarks
- Align compensation structure to support career progression

D. Development of Compensation Management Tool

The consultant will create a user-friendly compensation calculator that:

- Accepts inputs: job title, location, experience, skills
- Accounts for market benchmarks and geographic differentials
- Outputs recommended salary ranges and internal equity indicators
- Is delivered in Excel, Google Sheets, or similar accessible format
- Can be updated by internal HR over time

E. Strategic Recommendations

- Recommend performance-based pay models and merit structures
- Provide guidance on transparency, equity, and retention practices
- Include optional recommendations for compensating executive volunteer roles

F. Deliverables

- Final compensation analysis report
- Salary band matrix and internal equity visuals
- Compensation calculator/tool
- Executive summary and leadership presentation
- Editable templates for ongoing planning

5. PROPOSAL FORMAT

Proposals (max 15 pages, PDF) must include:

1. Cover Page: Firm name, contact info
2. Company Profile: Team bios, relevant experience

3. Methodology: Data sources, benchmarking approach
4. Timeline: Key milestones and estimated duration
5. Pricing: Flat project fee preferred; list optional services
6. References: At least 3 comparable clients (preferably nonprofit)
7. Sample Deliverables (optional)

6. EVALUATION CRITERIA

- Experience with nonprofit, remote, and mission-driven organizations
- Technical approach to equity and benchmarking
- Usability and longevity of tools/templates
- Cost-effectiveness and value
- Alignment with SGR's organizational culture and structure

7. TIMELINE

- RFP Issued: May 5, 2025
- Proposal Deadline: May 23, 2025
- Selection Notification: June 2, 2025
- Project Kickoff: June 16, 2025

8. SUBMISSIONS & CONTACT

Submit proposals to: **RFP@sgrho1922.org** Subject line: *Compensation Analysis RFP – [Your Firm Name]*

Questions must be submitted via email only by May 1, 2025.

9. CONFIDENTIALITY

All compensation data, employee information, and internal documents shared by Sigma Gamma Rho Sorority, Inc. are to be treated as strictly confidential by the selected consultant and any subcontractors.