



Request for Proposal Services

1. Contract No. TRDI-RS-Corp-1	2. Award/Effective Date 19-Feb.-2018	3. Solicitation Issue Date 15-Jan.-2018	
4. Issued by Robert Hernandez	5. Telephone 210-332-2331	6. Email robert.hernandez@trdi.org	
7. Offer Due Date 12-Feb-2018	8. Local Time 12:00 PM CST	9. Offer Must be Valid For 120 Days	
10. Contractor Name: Attention: Address: City/St/Zip: Email: Phone: Mobile:		11. Submit To Robert R. Hernandez, Jr. Training, Rehabilitation & Development Institute, Inc. Address: 425 Soledad St., Suite 800 City/St/Zip: San Antonio, TX 78205	
12. Prime Contract #			
13. Cage Code	14. NAICS	15. Business Type: Choose an item.	
16. Accounting Data SEE SCHEDULE		17. Total Award Amount	
18a. Signature of Authorized Offer/Contractor		19a. Training, Rehabilitation & Development Institute, Inc. (Authorized Signature)	
18b. Name and Title of Signer	18c. Date Signed	19b. Name & Title of Signer	19c. Date Signed



Request for Proposal

Compensation Review Consulting Services

Training, Rehabilitation & Development Institute, Inc. (TRDI) is seeking out qualified firms to provide Compensation Review Consulting Services for our corporate staff.

Pre-proposal Conference: A mandatory pre-proposal conference will be held on **January 18, 2018** at 10:00 am CST. The conference will be held by WebEx and interested parties will be provided with information once they have R.S.V.P.

TRDI contact person: Robert Hernandez robert.hernandez@trdi.org

Evaluation Committee Voting Members:

Deyanira Serna – Vice President
Diana Garcia – Director of Human Resources
Robert Hernandez – Director of Finance
Ruben Elizondo – Accounts Payable

Respondents must submit all questions concerning RFP to Robert.Hernandez@TRDI.org by 2:00 pm CST **January 25, 2018**. Please submit all question via email. Any questions submitted after deadline will not be addressed.

Questions submitted TRDI's response will be posted with the solicitation on TRDI's website under Contracting Opportunities. To view this solicitation go to www.trdi.org.

The coverage page must be filled out by qualified firms and returned with the proposal. In compliance with this Request for Proposal and to all the terms and conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and/or items in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

The proposal is due electronically by **February 12, 2018** by 12:00 pm CST.



1 Purpose:

Training, Rehabilitation & Development Institute, Inc. (TRDI) is seeking from qualified firms to provide a compensation review for corporate staff.

2 Background:

TRDI is a 501 (c) 3 Texas nonprofit corporation providing opportunities to disabled individuals in the Texas, New Mexico, Georgia, Kansas, and Kentucky. TRDI is a service contractor providing services to Federal, State, and Local governments. TRDI has been contracting the review on an annual basis and is seeking to establish a contract for services with a Base Year plus Two (2) Option Years.

3 Scope of Work

3.1 Compensation & Benefits

- a. An initial meeting will be scheduled to meet with Compensation Review Committee to discuss the process that will be taken to complete the services. Meeting will identify key individuals on both sides, scope of services, methodology, services time lines, and deliverables.
- b. Compensation review will provide an executive summary, objectives and approach, data sources and methodology, and total direct compensation market analysis.
- c. At a minimum the Total Direct Compensation Market Analysis will include: base salary analysis, target total cash analysis, actual total cash analysis, retirement and deferred compensation analysis.
- d. Benefit portion of review should include all major benefit programs offered (insurance-medical, dental, vision, long/short-term disability, retirement plan, life insurance, etc.).
- e. Provide exhibits that include but not limited to published survey sources, published survey benchmarks, and component analysis.
- f. Present findings in a written report to the Compensation Review Committee. The written report must also be provided in electronic format.
- g. Once written report is received a meeting will be conducted to discuss findings.

3.2 Optional Services

- a. Provide additional pricing for Project Managers and Supervisors per local service contract line of business.

4 Technical Proposal Format

4.1 Agents and Address

- a. List the address, email address, telephone and FAX numbers of the office from which the services are to be provided. Designate the person to serve as project manager and list the name or names of the persons in your firm authorized to negotiate the proposed contract associated with this RFP. Resumes summarizing the qualifications and experience of the individuals who will be conducting the review must be provided.



4.2 Methods and Procedures

- a. Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested. Provide a sample Position Description Questionnaire (PDQ).

4.3 Structure and Content of Work Product

- a. Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information.

4.4 Schedule

- a. Provide a timeline indicating tasks required and the start/completion dates for each milestone.

4.5 Past Performance/Project Experience

- a. All proposals should include three (3) examples of project experience: customer/contracting activity, contract performance location, period of performance, customer/contracting activity, point of contact (POC), POC addresses, POC telephone number, and POC email.

5 Cost Proposal

A cost proposal will be submitted with providing for a total estimate with a not to exceed amount for work described in the Scope of Work section. Proposals should outline for each element of the compensation review and categories of direct expenses.

6 Award Criteria

Proposals will be evaluated utilizing the following criteria to meet the performance of the services requested.

- a. Proposal completeness and compliance with specific requirements outlined in the RFP.
- b. Qualifications of the project manager and individuals performing the services.
- c. Past performance of similar in size and scope of services.
- d. Demonstrating an understanding of the scope of services and conveying that in the technical proposal.
- e. Cost proposal
- f. Schedule and time frame of services from beginning to end.
- g. Final product must be completed no later than March 30, 2018

7 Submission

Proposals must be submitted to Robert.Hernandez@TRDI.org no later than February 12, 2018 by 12:00 PM CST. Selection of the a firm will be made by February 16, 2018 and all firms submitting proposals will be notified immediately as to the selection results. No proposal will be considered that is not received at or prior to the above time and date

8 Additional Questions

Questions regarding this proposal will be accepted via email through February 5th, 2018 at Robert.Hernandez@TRDI.org. Answers to all questions will be posted with the solicitation on TRDI's website under Contracting Opportunities. To view this solicitation go to www.trdi.org.