



REQUEST FOR PROPOSALS

Title	<i>Compensation Study</i>
LRFP Number	<i>100.26.01</i>
Project Manager	Ashlee Hamilton, Director of Finance
Submittal Deadline	July 25, 2025
Award Announcement	August 8, 2025

Submit Proposals to:

ashlee.hamilton@pwsrcac.org (Director of Finance)

hans.odegard@pwsrcac.org (Director of Administration)

Prince William Sound Regional Citizens' Advisory Council

Ashlee Hamilton

Prince William Sound Regional Citizens' Advisory Council

2525 Gambell Street, Suite 305

Anchorage, AK 99503

To verify receipt of proposal, proposer must contact **Ashlee Hamilton and/or Hans Odegard** before the submittal deadline.

Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers

RFP# 100.26.01

Form revised 10/22/2021

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Proposal submission requirements:

- a. Proposals shall be submitted in electronic form (PDF).
- b. To assure consideration, proposals must be received by Prince William Sound Regional Citizens' Advisory Council (PWSRCAC or the Council) on or before 5:00 p.m. Alaska Time on the submittal deadline. Proposals received after the deadline may be considered but only if they can be accommodated by PWSRCAC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Inquiries regarding this request for proposals shall be directed to the Director of Finance named above via email.

REQUEST FOR PROPOSALS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals for a comprehensive employee compensation study. The final work product of this effort is a report providing recommended base salary or wage ranges for each position in the organization, an evaluation of existing benefits, and validation of the cost of living differential used for Valdez staff. The consultant will meet (via Zoom) with the PWSRCAC Finance Committee to review the results of the study.

ABOUT PWSRCAC

MISSION STATEMENT: Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers.

PWSRCAC was formed following the 1989 Exxon Valdez oil spill to advise Alyeska Pipeline Service Company and the public on issues related to oil spill prevention and response, and mitigating the environmental impacts of terminal and tanker operations. PWSRCAC also advises oil shippers, regulatory agencies, and elected officials on these issues.

PWSRCAC's 19 member organizations are communities impacted by the Exxon Valdez spill, as well as Alaska Native, commercial fishing, aquaculture, recreation, tourism, and environmental groups.

PWSRCAC was chartered as a nonprofit corporation by the State of Alaska on December 26, 1989. PWSRCAC is funded under a contract with Alyeska, and is federally mandated and certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA 90).

Please note: All of PWSRCAC's products and the products resulting from contracts are considered public information. Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. PWSRCAC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, PWSRCAC accepts no liability should such contents inadvertently be revealed to third parties.

1. PROJECT

INTRODUCTION

PWSRCAC has 17 full-time positions, with staff working in one of two offices located in Anchorage or Valdez. PWSRCAC initially engaged a consultant in 2018 and then again in 2022 to conduct a salary survey, and we would like to update these surveys.

The employee positions are:

- Executive Director (1)
- Director of Administration (1)
- Director of Programs (1)
- Director of Finance (1)
- Director of Communications (1)

- Project Managers (6)
- Outreach Coordinator (1)
- Public Communications Project Manager (1)
- Project Manager Assistants (2)
- Executive Assistant (1)
- IT/Admin Assistant (1)

GOALS and DELIVERABLES

- PWSRCAC management would like to understand the labor market in which it operates so that it might achieve a competitive wage and benefit schedule.
- The contractor will write a report that provides the following:
 - Description of study methodology
 - Recommended base salary or wage ranges for each position in the organization
 - An evaluation of existing benefits, including group health insurance, Flexible Benefits, 403(b) contributions, and paid leave to determine whether they are competitive in the labor market
 - Suggested alternatives to existing benefits to be more competitive
 - Validation of the cost of living differential used for the Valdez staff
- Meet with the PWSRCAC Finance Committee via Zoom to review the reports and answer questions.

DESCRIPTION of REQUESTED WORK

Scope of Work. The scope of work shall include, but is not limited to the following:

1. PWSRCAC will provide the consultant the following:
 - a. Current organizational chart
 - b. Job descriptions for each position
 - c. Current approved salary and wage schedule
 - d. Schedule of current salaries and wages

- e. Descriptions of current benefits, including Flexible Benefits, group health insurance, and 403(b) contributions.
 - f. Personnel policies
 - g. Paid leave policies
2. The consultant will develop a base salary range for each position within the organization. The range will typically be between the 25th and 75th percentile of salaries for similar positions at comparable organizations.
 3. The consultant will evaluate existing benefits and paid leave policies to determine whether they are competitive in the labor market in which PWSRCAC operates. The consultant may suggest alternatives.
 4. The consultant will validate the existing 10 percent cost of living differential used for staff located in the Valdez office.
 5. The consultant will meet with the PWSRCAC Finance Committee telephonically to review results of the study and to answer committee member questions.
 6. The consultant will create a report detailing their findings. The consultant will create a separate report that may be distributed to staff describing the study methodology and recommended salary ranges and benefits, but that does not contain information about current salaries or wages.

Schedule and Completion Date

Award Announcement – **August 8, 2025**

Contract Start Date – **August 25, 2025**

Deliverable Schedule

Please note in Section 3 Required Proposal Contents for the Budget that we are requesting a detailed budget **for each deliverable** as follows:

1. Data Collection and Methodology Development – August 2025

- Review and analyze provided documents (organizational chart, job descriptions, salary schedule, benefits, policies).
- Finalize study methodology and approach.

2. Labor Market Analysis and Preliminary Findings – September 2025

- Conduct labor market analysis.
- Evaluate existing benefits and compare them to the market.
- Draft recommendations for base salary or wage ranges and suggested benefit alternatives.

3. Draft Report and Internal Review – October 2025

- Prepare the comprehensive report detailing findings and recommendations.
- Create a separate staff-friendly report summarizing methodology and salary/benefit recommendations (excluding current salary data).
- Submit for internal review and gather feedback.

4. Final Presentation and Delivery- November 2025

- Meet with the PWSRCAC Finance Committee via Zoom to present findings, answer questions, and discuss recommendations.
- Finalize and deliver both the comprehensive report and the summarized staff report.

2. GENERAL REQUIREMENTS

PWSRCAC Costs. PWSRCAC is not liable for any costs incurred by the proposer during the proposal preparation.

Single Point of Contact. The Consultant will designate one person as the project manager and point of contact with PWSRCAC. In the case of multiple investigators, one shall be designated as the lead to serve as the project manager and point of contact.

Subcontracts. Proposers may subcontract minor portions of the contract. However, the proposer must have the major elements of expertise in house and demonstrate the ability to manage the subcontractor.

Schedule. Progress reports shall be submitted to the Council's Project Manager upon completion of each phase described in the scope of work. At a minimum, progress reports shall include:

- a. An introduction;
- b. An overview of progress to date;
- c. Identification of any difficulties encountered in accomplishing the work;
- d. A schedule for completion of the remaining tasks; and
- e. Specific recommendations concerning the matters addressed.

Final Report. The Consultant shall include with the written report a title page showing the name of the report, date, name of consultant (contractor), and PWSRCAC contract number. The title page shall also include the following language: The opinions expressed in this PWSRCAC-commissioned report are not necessarily those of PWSRCAC. The final report must be submitted as a Microsoft Word document and include any data in Microsoft Excel format or other commonly used data formats. Additionally, the final report should be submitted as a PDF file optimized for web viewing, created using Adobe Acrobat or a similar PDF tool. Project maps, photos, and other graphics should be included in the submission in common graphic formats (e.g., JPEG, PNG). All data and information resulting from the work under the contract are the property of PWSRCAC and must be provided on a USB drive or via secure cloud storage in formats compatible with Microsoft Excel or other standard data tools. The final report is to be delivered to PWSRCAC no later than December 2025.

Oral Report. The Consultant may be asked to deliver an oral presentation at a Council Finance Committee meeting upon completion of the work.

Final Payment. A portion of the total payment to the Consultant will be withheld until all requirements are met. No interest will be paid on any withheld payments.

3. REQUIRED PROPOSAL CONTENTS

Any submitted proposal shall include the following as appropriate to the requirements of the scope of work:

Cover Sheet

- Name, address, telephone number, and email address of proposer
- RFP title and number
- Name of principal consultant(s)
- Cost of proposal, including a detailed budget **for each deliverable**

Table of Contents. May include a list of Tables and Figures if appropriate.

Introduction. This section shall include the RFP title and number, and a brief general discussion of the problem and the proposed project. Scientific and technical terms shall be clearly defined and a list of pertinent enclosures included.

Goals and Deliverables. Describe how the proposer intends to address the specific goals and provide the deliverables of the work requested, as listed above.

Materials and Methods. Describe in detail the methods to be used and how they will produce the deliverables. Cite references and provide background information where applicable and as needed.

Project Duration and Work Schedule. Describe the schedule in which the proposed work will be completed. Include specific milestones, work phase completion dates, and the timing of progress reports. Indicate what will be achieved by the completion of each milestone or phase of work.

Management Scheme. Clearly describe how the work will be managed including the role of each key individual expected to be involved in the work. Provide names and resumes of each. This section should also include information on how the scope, time, and costs of the project will be controlled.

Budget. To ensure cost efficiency, each proposal must include a detailed budget **for each deliverable**, clearly stating the total costs (in U.S. Dollars), professional fees, expenses, and contingencies. This will allow PWSRCAC to evaluate the feasibility of the proposed work and adjust if necessary to align with the available budget. Providing a breakdown of hours per individual and rates per individual, as well as subcontractor information if applicable, will facilitate a transparent and informed decision-making process for selecting the most suitable proposal. If subcontractors are used, indicate the percentage of work to be performed by each subcontractor with respect to the entire proposed scope of work.

Consultant/Contractual Services. Indicate if, how, and why a subcontractor will be used for any portion of the work.

Statement of Qualifications. Describe, relevant to the proposed work, previous work experience, related technical accomplishments, and educational background of each of the principal investigators and subcontractors if used. If multiple investigators are involved, describe the role of each individual.

References. The names, contact persons, and telephone numbers of firms for which the respondent recently performed services shall be included. A minimum of three such references is suggested.

Conflict of Interest. Describe all financial, business, or personal ties proposer has to Alyeska Pipeline Service Company or members of the Alyeska consortium, excluding normal commercial purchases of petroleum products.

4. SUBMITTAL AND EVALUATION PROCESS

A. Evaluation Criteria. Proposals will be evaluated based on, but not limited to, the following:

- 1) Proposal Format.** Does the proposal follow the requested format?
- 2) Proposed Scope of Work.** Does the proposal clearly address the requested scope of work?
- 3) Technical Approach.** Is the proposed approach to the scope of work technically feasible?
- 4) Qualifications.** Does the principal investigator possess expertise and experience to assure successful completion of the scope of work?
- 5) Management Scheme.** Will the proposed management scheme reasonably lead to successful development of the deliverables?
- 6) Schedule.** Is the proposed schedule for completion of the scope of work in accordance with the requested project duration and schedule?

7) Deliverables. Are the proposed deliverables in accordance with the deliverables requested in the scope of work?

8) References and Conflicts of Interest. Does a reference check indicate proposer has the potential to successfully complete the proposed scope of work? If conflicts of interest are stated, are they sufficiently relevant to preclude an offer to perform the work for PWSRCAC?

9) Budget and Cost Justification. Is the budget reasonable and adequate for the work proposed? Does the budget provide good value for the funds requested?

B. Contract Award. The successful proposal will be the one that, in PWSRCAC sole opinion, best meets the needs as outlined in this RFP. In the event that PWSRCAC determines that no proposal completely meets all of the needs as outlined in the RFP, PWSRCAC shall have the option not to accept any proposal or enter into any contract whatsoever. In the alternative, PWSRCAC may select the proposal or proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP; and then negotiate directly with that Consultant to refine the proposal to achieve a contract that fully satisfies PWSRCAC needs.

C. Professional Services Contract. A copy of PWSRCAC's standard professional services contract form can be found at <https://www.pwsrcac.org/document/sample-professional-services-agreement/> or can be made available upon request.

D. PWSRCAC Information. The following information about PWSRCAC is available upon request to the Project Manager:

[PWSRCAC/Alyeska Contract](#)

[PWSRCAC Bylaws](#)

[PWSRCAC Observer Newsletter](#)

[PWSRCAC Annual Report](#)