



Employee Compensation Range and Benefits Review Request for Proposals Synopsis

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) is seeking an organization to conduct an Employee Compensation Range and Benefits Review.

Closing Date: An electronic copy of the completed proposal must be received no later than **3:00 p.m. (Central) on Friday, August 15, 2025.**

Submit proposal to: dkaufmann@plboard.com

Contact: Donald J. Kaufmann, Director of Finance & Administration
Direct Line: (314) 726-6016, extension 117
dkaufmann@plboard.com

Questions: Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. To submit questions or review responses visit PLB's website at www.plboard.com.

Request For Proposals

Employee Compensation Range and Benefits Review

I. Background

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) was established in 1979 when voters approved a special property tax to fund services for St. Louis County citizens with developmental disabilities.

The PLB does not provide any services directly. Instead, the PLB oversees the distribution of funds to approximately 38 local agencies through 119 service/support projects. These agencies provide supports and services to 4,600 individuals in the areas of Community Services and Employment Services.

The Productive Living Board has twelve full-time staff members and one part-time staff member.

II. Statement of Purpose

The PLB is seeking to contract for a review of the present employee salary ranges and overall compensation package.

III. Scope of Work

The review shall evaluate the present salary ranges and benefits, as compared to the specific job market for comparable positions in the private and public sectors. The job descriptions for each position will be evaluated to determine their accuracy in describing the job responsibilities and requirements. The proposed scope of work shall include the following:

- A. Review of similar positions, their salary structure, and full spectrum of benefits with comparable organizations in the not-for-profit sector, the governmental sector, and the corporate sector, especially for those positions for which PLB competes most directly, i.e. accountants, information technology and support personnel.
- B. Recommendations for job description revisions.
- C. Recommendations for revisions to the present compensation structure (to include benefits).
- D. Documentation of survey data used.

IV. Proposal Content Requirements

All proposals must be submitted in electronic format and include all of the required information.

1. **Applicant Information:** On a cover sheet to the proposal, provide the official name, address, phone number and email of the applicant, as well as the name of the primary contact person and the name of the person authorized to execute the contract.

2. Project Description/Work Plan: Provide a comprehensive work plan for the project that addresses each of the criteria outlined in Section III, Scope of Work.
3. Staff Qualifications: Identify the key individual(s) who will have primary responsibility for the development, implementation, and management of this project, and state their relationship to the entity. Include their experience with similar projects, as well as the extent of time to be spent on this project.
4. References: Provide a minimum of three references from current clients, complete with personal contacts, addresses, phone numbers, and email addresses of companies for which the organization has performed similar services. Please include a not for profit or governmental entity if applicable.
5. Bid: Provide a “not to exceed” bid for the described services, with an itemized cost for the following categories:
 - a. Job Description Review
 - b. Job Evaluation
 - c. Benefits Review
6. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address, email, and telephone number of the individual(s) with authority to negotiate and contractually bind the organization.
7. Proposal Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by PLB.

The proposal shall be submitted to: dkaufmann@plboard.com

Proposals are due no later than 3:00 p.m. (Central) on Friday, August 15, 2025.

V. Additional Information

1. Attachment: Attached is a copy of the Productive Living Board organizational chart (Exhibit 1)
2. Information: Survey information used for this study shall be provided to the PLB.
3. Cost Changes: If there are any unforeseen circumstances and/or events that exceed this scope, prior PLB approval is required for any timeline and/or cost changes.

VI. Review of Proposals

- A. The Executive Director and Director of Finance and Administration will evaluate all proposals.
- B. A final decision on the proposals is expected to be made no later than September 8, 2025.

- C. The Employee Compensation Range and Benefits Review shall be submitted to PLB no later than October 24, 2025.

VII. Conflict of Interest

- A. The vendor agrees that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB. Any perceived or potential conflict of interest must be disclosed in the proposal.

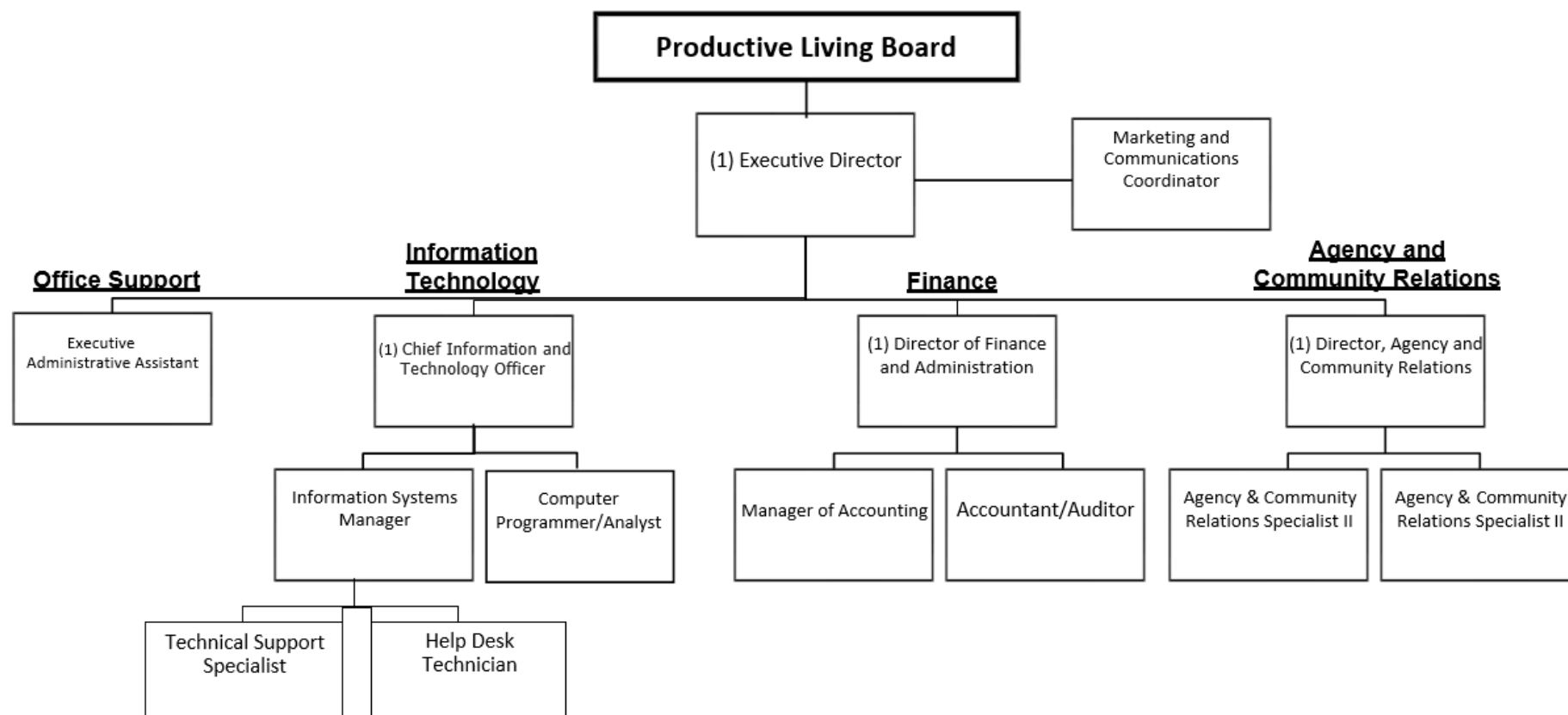
VIII. Confidentiality Agreement

- A. All individuals assigned to this engagement will be required to sign the PLB's Confidentiality Agreement.

IX. Rights Reserved to the PLB

- A. The PLB will have all ownership rights to the products resulting from this project, with the exception of any previously copyrighted materials.

PRODUCTIVE LIVING BOARD ORGANIZATIONAL CHART



(1) Denotes member of PLB's Leadership Team