



## **Request for Proposal (RFP) Community Foundation for Southern Arizona**

### **INTRODUCTION**

The Community Foundation for Southern Arizona (CFSA) is a non-profit organization providing services throughout Southern Arizona since 1980. Our purpose is to create an equitable and vibrant community for all Southern Arizonans by connecting donors to causes they care about, now and forever.

CFSA has grown to \$175 million in assets and grants \$17 million a year to the community. Guided by a board of 17 Trustees and supported by a staff of 18, CFSA has continued to rise in prominence through the development of the Community Foundation Campus a multi-tenant nonprofit center that has become a focal point for nonprofit capacity building through nonprofit co-location and the development of the Center for Healthy Nonprofits.

CFSA is a recognized multi-sector collaborative leader and partner, helping to create the award-winning Making Action Possible (MAP) Dashboard Project ([www.mapazdashboard.org](http://www.mapazdashboard.org)) and the Pima Alliance for Animal Welfare to name a few of its successes. The foundation is also a leader in diverse communities, stewarding the LGBTQ+ Alliance Fund and African American Legacy Fund. The foundation has one geographic affiliate in Santa Cruz County.

CFSA is requesting proposals from qualified consultants ("Contractors") to provide services to a committee of the Board of Trustees to evaluate the current overall compensation and to facilitate the creation of a new plan with the goal of recruiting and retaining a quality team.

### **Term of Engagement**

CFSA is estimating that the work will take up to, and no longer than, one year.

### **SCOPE OF WORK**

The proposed scope of work is to deliver:

- Fact finding, including assessment of current compensation package and interviews with select key stakeholders from staff and board to gather input on approach and to identify strategies that will enhance staff recruitment and retention, including facilitating a conversation about CFSA's target market positions from a total rewards perspective.
- Updated compensation philosophy and compensation administration guidelines that are current and market informed within a total rewards framework (inclusive of not only base salary but also paid benefits, time off, work environment, bonuses, recognition, etc.) and consistent with CFSA's purpose, budget, culture, and commitment to inclusion, diversity, equity, and access (IDEA).
- Salary bands for current and anticipated future roles, informed by relevant talent markets and a framework for updating over time.
- Recommended career paths and levels structure for organization currently and to offer options and paths for career growth.

**Definition of services to be provided:**

- Regular meetings with the Committee.
- Assessment of current compensation package.
- Assembly of market-based compensation information and recommendation of relevant market comparator's for CFSA.
- Production of above deliverables.
- Presentation of findings in formats for several audiences.

**Selection Process and Timeline**

September 27: RFP Released  
October 15: Applications due  
October 20: First Review  
October 22: Recommendations to the Committee  
October 26: Consultant selected and awarded  
November 1: Proposed start date

**RFP Submission Requirements**

Proposals should include the following:

1. History of your firm and expertise.
2. Biography of consultant.
3. Budget: Proposed cost, along with a narrative description of what is included in the cost.
4. Your Non-discrimination or Diversity statement.
5. References: Please provide two references.

Proposals must be sent by email in a single PDF file to Shari Stapleton-Smith at [ssmith@cfsaz.org](mailto:ssmith@cfsaz.org) no later than end of day, Friday, October 15. It is anticipated that a Contractor will be selected and approved by October 26.

**Evaluation Criteria**

All proposals will be evaluated based on the following key criteria:

- Performance capability—the extent to which the proposal demonstrates the firm's ability to provide the depth and breadth of experience, skills, knowledge, and creativity required by this project.
- Completeness and quality of response, including clear deliverables and reasonable approach.
- Proposed cost and timeline.
- References.
- Pursuant to CFSA's Commitment to Diversity, Equity, and Inclusion and its Non-Discrimination Statement, preference will be given to firms with a proven record of commitment to diversity and inclusion as a practice.

Top-rated candidates may be invited to interview with the committee. The selected consultant and CFSA will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.