



ADDENDUM # 02

Invitation to Negotiate (ITN) for Compensation Analysis Consulting Services PR 25-5076

ADDENDUM # 02 to the Compensation Analysis Consulting Services for The Early Learning Coalition of Broward County, Inc. updates the following Sections I.G Proposal Content Requirements and Checklist and I.H.2 Timeline:

G. Proposal Content Requirements and Checklist

- Coversheet including ITN Name, Number, Date of Submission and Vendor Contact email.
- Signed Certification Affidavit Form (Exhibit A)
- Proposal for services described in Section I(C)(3) (a-f) above including:
 - General description demonstrating the Vendor's understanding of the work to be performed and an affirmation that the Vendor is able and willing to deliver the services described in accordance with the required service calendar Section I(D) above.
 - A description of the Vendor's plan for providing the services and their approach to:
 - a. Getting to know the COALITION's business, history and organizational features that will inform selecting peer organizations for benchmarking
 - b. Gathering data and other information that will be relevant to the Services requested
 - c. Working with the COALITION to finalize peer organization selections
 - d. Using public or other resources to gather comparative compensation data from peer organizations. Please be specific about the type of sources the Vendor intends to use.
 - e. Methods for analyzing the comparative data and how the Vendor accounts for geographic economic differences, differences in funding types or

- amounts, and differences in job function or job titles at comparative organizations
 - f. Methodology for creating salary structure
 - g. Methodology for slotting job roles on salary structure
 - h. Philosophy and procedures for working with Board members and staff during all phases of the work.
 - i. Value added services included in the fixed fee cost proposal (if applicable)
- Firm Profile, Qualifications and Experience including (but not limited to)
 - a. Length of time in business in Broward County and whether the firm is local, regional or national
 - b. Description of the number and type of clientele served and services offered
 - c. Number of partners, managers, supervisors, seniors and staff members in the local office.
 - d. Experience and specializations of the firm and individual staff.
 - e. Individual team member profiles and qualifications
 - f. Prior Experience with Compensation Analysis Consulting for Non-profits and governments
- The name and contact information of the Human Resource staff or other responsible party from three current or recent clients within the Nonprofit area whose funding is similar to the COALITION who can describe their experience working with Vendor.
- Documentation of SHRM certification or other certification meeting the requirements described in Section I(E)(2) above.
- Signed form W-9
- Cost Proposal described in Section I(F) above **submitted as a separate document** marked "Cost Proposal for PR25-5076" with the name of the firm submitting.

2. Timeline

ITN posted on COALITION Website	November 13, 2024
Pre-Bid Conference	November 20 1:00 PM
Deadline for receipt of written questions	November 26, 2024 5:00 PM
Deadline for Electronic Submission of Proposals	December 2, 2024 5:00 PM
Coalition Opens Submitted Proposals	December 3, 2024
Rating Committee Determines Shortlist of Vendors	December 6, 2024
Notice of Intent to Negotiate Posted	December 6, 2024 5:00 PM

Rating Committee Conducts Negotiation Meetings with Vendor(s)	December 11, 2024 TBD
COALITION Board Approves Vendor Recommendation	December 16, 2024
Award Notice Posted	December 19, 2024 5:00 PM