

**NORTH IDAHO COLLEGE  
1000 W. GARDEN AVE.  
COEUR D'ALENE, IDAHO 83814**



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**REQUEST FOR PROPOSALS  
CONSULTING SERVICES: COMPENSATION STUDY  
RFP #26-02**

Release Date: WEDNESDAY, NOVEMBER 19, 2025 2:00 PM PST  
Last Day for Questions: MONDAY, DECEMBER 8, 2025 5:00 PM PST  
Due Date: MONDAY, DECEMBER 22, 2025 5:00 PM PST

Responders are required to respond to this RFP solicitation electronically either by email to [nicpurchasing@nic.edu](mailto:nicpurchasing@nic.edu) or through Public Purchase. The subject line of the email shall state: *REQUEST FOR PROPOSALS RFP #26-02 – CONSULTING SERVICES: COMPENSATION STUDY*. All required response documents are to be completed and submitted before the stated due date and time. Responses submitted by mail or in person will not be accepted.

It is advised that responders not wait until the last day to start submitting RFP responses. Responders may edit up until the due date and time.

All communications regarding this RFP and the selection process must be coordinated through NIC Purchasing via email. Any individual or vendor that contacts any member of the campus, a member of the North Idaho College Board of Trustees, or any North Idaho College Administrator except NIC Purchasing, may be disqualified from further consideration.

**NIC Purchasing**  
North Idaho College  
Office of Finance and Business Affairs  
1000 W. Garden Ave.  
Coeur d'Alene, ID 83814  
[nicpurchasing@nic.edu](mailto:nicpurchasing@nic.edu)

Respondents are notified that North Idaho College reserves the right to reject any and all parts of the RFP.

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## 1. Introduction:

The purpose of this request for proposals is to receive responses from qualified consulting firms, experienced in the development of market compensation/salary studies.

### A. College Profile:

North Idaho College is a community college located in the panhandle of Idaho in the City of Coeur d'Alene, Idaho. North Idaho College is Idaho's oldest public community college, having been founded in 1933 as Coeur d'Alene Junior College. It began with a faculty of nine and held its classes on the third floor of the City Hall. It was financed entirely from public contributions. In 1939, the Idaho Legislature passed the Junior College Act, which gave geographical areas permission to form junior college districts, if they could meet the requirement of \$10 million assessed valuation and 800 high school students. In July of 1939, the North Idaho Junior College District was formed encompassing most of Kootenai County. In 1960, the District incorporated the remaining areas of Kootenai County, bringing the District to its present size.

The college serves out-of-district students from the five northern counties. In 1971, the name of the college was changed to North Idaho College in accordance with a law passed by the 41st Idaho Legislature. The College currently has an enrollment of 4,296 credit students.

Dr. Nick Swayne is the President of the College. The administrative offices of North Idaho College are located on the main campus at 1000 W. Garden Ave., Coeur d'Alene, Idaho. The College also operates the Workforce Training Center in the nearby City of Post Falls. Additionally, the Parker Technical Education Center is home to a number of career and technical education programs and sits on a 40-acre parcel located on the Rathdrum Prairie north of the City of Coeur d'Alene in the City of Rathdrum.

The College currently employs 132 full-time faculty, 143 part-time faculty, 128 full-time classified staff and 170 full-time professional staff. There are approximately 270 active job descriptions/positions at NIC. All employees at NIC are non-union. There are employee groups representing staff and faculty that meet regularly to propose and/or consider policies and procedures of the College. Additionally, representatives of staff and faculty come together throughout the year to meet with administration in a "Meet & Confer" process to develop a proposal for annual changes in salaries, benefits and working conditions for employees.

### B. Current Compensation System:

The existing compensation system consists of an 18 grade, 12 step structure for classified/nonexempt staff, a 15 grade, 13 step structure for professional/exempt staff, a 7-column, 17-step [structure for general studies](#) and [skills prepared faculty, and a 7-column, 17-step structure for health professions and nursing faculty](#).

The College has a [policy](#) that awards steps within each structure annually located at <https://www.nic.edu/policy/all/30216/>. Faculty also have the ability to advance to higher columns and increase their salary with additional education. An increase to the base of all structures is considered each year through the college budget process. Current compensation structures are also available at <https://nic.edu/hr/working-at-nic/salary-structures/>.

The college engaged a consulting group in the fall of 2020 to conduct its most recent comprehensive market study; and update to this study was performed by the same group in the spring of 2024. Approximately 80 benchmark position classifications were included in the studies. The consultant worked with the college to determine a relevant group of target organizations for benchmarking, and surveyed those organizations. The consultants recommended a number of changes, many of which have been implemented over the last five fiscal years.

The college has since experienced significant market pressure related to employee compensation. This pressure is evidenced by high turnover, direct feedback from exiting employees, feedback from a recent climate survey, as well as feedback from job applicants that compensation at the college is low. In an effort to continue addressing these challenges, the college approved an 8% salary increase budget for fiscal year 2024, which included a 6% increase to the base of all three salary structures, a 5% salary increase budgeted for fiscal year 2025, which included at 3% increase to the base of all four salary structures and a 3% salary increase for fiscal year 2026, which included a 1% increase to the base for all four salary structures.

## **2. Scope and Services:**

North Idaho College (NIC) is seeking proposals for professional services to review the College's salary structures, and make recommendations for updating the structures. This may include revisions to the existing structures or creation of new structures in alignment with the College's compensation policy. This will include review of current compensation (salary/wages) for identified regular, full-time positions (approximately 200 job descriptions) and adjunct faculty positions, and recommendation of possible wage adjustments. The College's labor market is generally private and public employers in the Inland Northwest for exempt staff positions and more specifically, Kootenai County and Spokane County areas for nonexempt positions. The labor market for faculty is generally two-year colleges of similar size in the Northwest and Mountain States regions. It is expected the study will indicate what actions should be taken, if any, to avoid loss of qualified staff and faculty, and difficulties in recruiting new employees to NIC employment.

### **A. Scope of Work:**

The Consultant shall work directly with the College's HR Department. The Consultant shall meet with the HR team to discuss methodology, develop a plan and resolve any questions around selected benchmark positions. Additionally, the Consultant will meet with the HR team, a group of representatives from college constituent groups, and with College leadership to ensure input is received on survey data comparisons, prior to initiating a survey. After conducting the survey and market analysis, and determining recommendations and their associated costs, Consultant will present the final report and findings to these groups and to the Board of Trustees as requested. The Consultant will collaborate with the HR team at each phase of the study and prior to making any presentations to the College. The College further expects ongoing and open communications between Consultant and College's HR team over the course of performing the work and services, and throughout each work phase. All recommendations must comply with applicable State and Federal laws and enhance the College's ability to recruit and retain qualified personnel.

## **B. Specific Tasks:**

- a. Present project plan, communication plan, costs, information and resources needed, prior to commencing the analysis.
- b. Present a trend of College's compensation related to CPI and other appropriate metrics over the past ten years, along with a market study and review of the region for cost of living.
- c. Recommend a target group of organizations for comparison with each employee group: classified/nonexempt staff, professional/exempt staff, and faculty. Present recommendation and incorporate feedback prior to commencing market analysis.
- d. Conduct a staff compensation market analysis using private and public employers in the Inland Northwest. Recommendations should include:
  - Appropriate adjustments for our benchmarked full-time regular classifications consistent with compensation philosophy.
- e. Conduct a faculty compensation market analysis using two-year public higher education employers in the Northwest and Mountain West. Recommendations should include:
  - Appropriate adjustments for our benchmarked full-time regular classifications consistent with compensation philosophy.
  - Approach to identify and compensate high demand disciplines, which may include health professions, nursing, and/or specific STEM fields.
  - Appropriate adjustments for adjunct faculty compensation.
- f. Provide a clear mechanism/rationale to slot any positions not included as benchmarks in the study.
- g. Evaluate and propose any modifications to the current staff and faculty salary structures, including total cost. Propose options, to include multi-year implementation.
- h. Develop conclusion indicating overall assessment of the College's competitive position considering salary and wage data reported.
- i. Project trend of compensation activities for organizations surveyed and recommended options to maintain competitive position in the market.
- j. Present final presentation of findings and implementation strategy to the College's Leadership (President's Cabinet), representatives from college constituent groups and potentially to the Board of Trustees as deemed necessary.
- k. Provide a list of additional services that may be necessary or valuable in performing a more thorough analysis in the future.
- l. Written recommendations that may exceed the completion of the salary study.

### **C. Support Provided by College:**

The College's HR department will provide the Consultant with the following information/support within a reasonable amount of time if requested by the Consultant. The following is not intended to be limiting or all-inclusive:

- Existing job descriptions, including grade
- Classification/Salary of all positions
- All wage/salary schedules.
- Organizational charts.
- Presentation Results of the most recent compensation study provided to the Board of Trustees.
- College Policies relating to Salary Administration.
- Access to key points of contact with the College, The Chief Human Resources Officer, to discuss procedures, policies, problems and concerns, and to provide a liaison between College and the Consultant.
- Additional information as may be requested by the Consultant.

### **D. Proposal and Services Schedule:**

The work and services are to begin upon execution of Contract with a target or projected date of on, or before, **January 1, 2026**. The project work shall be completed with a final report delivered to the College on or before **December 31, 2026**. Consultant will provide to the College's HR department an estimate of the timeline for each phase of work and services.

North Idaho College intends to adhere to the following schedule in seeking responses to this RFP:

November 19, 2025	RFP is issued and available.
December 8, 2025	Last day for questions to NIC by 5:00 PM PST
December 22, 2025	Responses to RFP due to NIC by 5:00 PM PST
December 23, 2025	Begin Review and Evaluation
January 6, 2026	Notice of Intent to Award and Contract Negotiation
January 12, 2026	Commencement of Work and Services Awarded
December 31, 2026	Final Report with recommendations

### **E. Pricing:**

The Consultant will provide a guaranteed maximum price for all project work and shall abide by the price stated. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable.

### **F. Additional Work:**

If additional requirements are requested by the College beyond the original scope of work as described in this RFP, the cost of these services would be negotiated between the College and Consultant selected to perform the work. Any additional related work or services will be undertaken based on a request in writing from the College.

### **G. Product Deliverables and Phases:**

The Product deliverables shall include all phases described below and the Salary/Compensation Study Final Report as well as any preliminary or intermediate report findings.

The Consultant shall prepare and provide a final report of the findings and recommendations after consultation with the Human Resources team. The Salary/Compensation Study final report, and any preliminary reports under each of the phases, shall be provided by the Consultant in the following format: digital or electronic copy in a Portable Document Format (PDF) via email or a file sharing site.

#### Phase 1 – Analysis

Meet with College Human Resources for project initiation. Consultant will engage in a collaborative process with the College to determine the survey sources to be used that reflect the College's relevant competitive market. Consultant will commence and complete the required market analysis using identified positions for benchmarking.

#### Phase 2 – Recommendation

The Consultant shall provide a comprehensive market salary analysis for each identified benchmark position and provide a preliminary report of findings to the Human Resources team. The Consultant will confer with HR representatives to inform their final recommendation of any proposed changes.

#### Phase 3 – Strategy

The Consultant will outline an implementation strategy and cost for any proposed changes or adjustments to the current structure that provides the lowest financial impact to the College. The Consultant will also provide a strategy for maintaining the College's salary structures to ensure internal equity and external competitiveness over future years. The Consultant will present a final report of findings, recommendations, implementation and maintenance strategy, and options to the College's Leadership (President's Cabinet), representatives from college constituent groups and the Board of Trustees, as needed.

### **H. Right of Refusal and Disclaimer:**

NIC reserves the right to reject any and all proposals and to accept any proposal or proposals as submitted, or as modified, which will be in the best interest of NIC. NIC reserves the right to withdraw this RFP at any time for any reason, and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of proposal materials by NIC or submission of a proposal to NIC confers no rights upon the proposer nor obligates NIC in any manner. NIC reserves the right to waive minor irregularities in proposals, if such action is in the best interest of NIC. Any such waiver shall not modify the remaining RFP requirements or excuse the proposer from full compliance with the RFP specifications and other contract requirements if the proposer is awarded the contract. NIC reserves the right to reject any or all proposals if they are in its sole discretion judged unacceptable, to waive any technical or formal defect therein, to accept or reject any part of any proposal, and to award the Contract to other than the Proposer offering the highest commission return according to its own judgment and in its best interest.

## **3. Applicable Laws and General Conditions:**

### **A. Force Majeure:**

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, or unusually severe

weather, provided that in all cases the Contractor shall notify the College promptly in writing of any cause for delay and the College concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

#### **B. Compliance with Law, Licensing and Certifications:**

Contractor shall comply with all requirements of federal, state and local laws and regulations applicable to Contractor or to the Property provided by the Contractor pursuant to this Agreement. For the duration of the Agreement, the Contractor shall maintain in effect and have in its possession all licenses and certifications required by federal, state and local laws and rules. This contract shall be governed by the laws of the State of Idaho and shall be deemed executed at Coeur d'Alene, Kootenai County, Idaho. Jurisdiction: The parties shall bring any and all legal proceedings arising hereunder in the State of Idaho, District Court of Kootenai County.

#### **C. Public Records and Confidentiality:**

Pursuant to Idaho's Public Records Act, Title 74, Chapter 1, Idaho Code, as may be amended from time to time (the "Public Records Law") information or documents received from the Contractor may be open to public inspection and copying unless exempt from disclosure. If the Contractor believes information provided to the College is exempt from disclosure under the Public Records Law, the Contractor shall clearly designate individual documents or portions thereof as "exempt" and shall indicate the proposed basis for such exemption. The College will not accept the marking of an entire document as exempt. In addition, the College will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. The College does not warrant or otherwise promise that information marked as such will in fact be exempt under the Public Records Law. The Contractor shall indemnify and defend the College Parties against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for the Contractor's failure to designate individual documents as exempt. The Contractor's failure to designate as exempt any document or portion of a document that is released by the College shall constitute a complete waiver of any and all claims for damages caused by any such release. If the College receives a request for materials claimed exempt by the Contractor, the Contractor shall provide the legal defense for such claim.

#### **D. Prohibition of Gratuities:**

Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any North Idaho College employee at any time.

#### **E. Federal, State, and Local Taxes:**

North Idaho College makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

#### **F. Modification:**

This contract shall be modified only by the written agreement of the parties with the approval of the Vice President for Finance. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.



**G. Assignment:**

The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of North Idaho College. This contract may terminate in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of North Idaho College.

**H. Ownership of Documentation and Materials:**

All deliverable services and documents produced under this Agreement will become the property of the College without restriction, reservation or qualification.

**I. Non Discrimination:**

North Idaho College hereby notifies all firms that no person or organization shall be discriminated against on the basis of race, religion, color, age, sex, sexual orientation or national origin in consideration for an award issued pursuant to this advertisement.

**J. Indemnification:**

The Consultant agrees to defend, indemnify and hold the College harmless from any and all claims, including but not limited to reasonable attorney fees, demands, losses and liabilities to or by third parties arising from, resulting from, an error, omission or negligent act of the Consultant performed under this contract by the Consultant, its agents or employees to the fullest extent permitted by law.

**K. Termination:**

The Agreement may be terminated in whole or in part under the following conditions: 1) By mutual written agreement; 2) By the College for breach by the Consultant of any of the obligations or requirements set forth in the contract documents which would, at the option of the College, require the Consultant to assume liability for any and all damages, including the excess of re-procuring similar products or services; 3) For convenience of the College; 4) By the College for non-appropriation of funds.

**a. Cancellation for convenience**

The College may cancel this Agreement upon written notice. The Consultant may cancel this Agreement upon thirty (30) consecutive calendar day written notice.

**b. Cancellation with cause**

This Agreement may be terminated by the College with cause immediately upon written notice to the Consultant. Unless the Consultant is in breach of this Contract, the Consultant shall be paid for services rendered to the College's satisfaction through the date of termination. Work in progress would be completed at the College's option.

**c. Upon termination of the Contract the Consultant will:**

1) stop work on the date and to the extent specified; 2) terminate and settle all orders and subcontracts relating to the performance of the terminated work; 3) transfer all work in process, completed work, and other material related to the terminated work to the College; and 4) Continue and complete all parts of the work that have not been terminated; and 5) surrender to the College all files, exhibits, and documents maintained or prepared in conjunction with the provision of services under this Agreement; and 6) surrender and return any College owned and furnished equipment used in conjunction with the provision of services under this Agreement.

**d. Non-Appropriation:**

Lessor acknowledges and understands that this lease shall be binding upon lease if, and only if, lessee's Board of Trustees budget and appropriates for such purpose when the Board of Trustees approves an annual budget that appropriates monies contemplated by parties for this lease. Lessor agrees that in the event any NIC Board of Trustees affirmatively fails or refuses to appropriate funds or in the event lessee declares a financial exigency or emergency or manifest an anticipatory failure to meet the obligations of this lease, lessor's sole remedy in such circumstances shall be the base rent already appropriated by the NIC's Board of Trustees for the fiscal year. Lessee will endeavor to give lessor ninety (90) days advance notice of Board action of non-appropriation contemplated by this section. Such termination shall not be an Event of Default.

**L. Award:**

A contract award will not be final until the College and prospective Consultant have executed a written Agreement. North Idaho College (NIC) reserves the right to make an award without further negotiation of the proposal submitted therefore the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint. The College may elect, after the selection process, to request clarifications, alterations or changes in the submitted proposal including, but not limited to, prices in order to provide the best service at the best price for the College.

**M. Cancellation of Award:**

North Idaho College (NIC) reserves the right to immediately cancel an award if the Agreement has not been entered into by the Parties or if new regulations or policy makes it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, NIC reserves the right to limit the period of negotiation to ten (10) College work days after which time funds may be de-obligated.

**N. Contract Term:**

It is anticipated that this will be a term contract which will end upon the completion and acceptance of the work unless extended by written change order to the contract.

**4. Evaluation Considerations:**

Offertories are to make written proposals that present the Offeror's qualifications and understanding of the work to be performed. Offerors are to address each of the specific topics below as a minimum portion of their proposal submission. Failure to include any requested information may be cause for proposal to be considered non-responsive and rejected.

- A. Price of Services:** Provide a detailed not-to-exceed price breakdown, by phase, for all work to be performed as described in the Scope of Work and the deliverables as set forth in Attachment A of this RFP. The price breakdown shall include at minimum, the tasks to be performed, timeline, estimated number of hours for completion, all related travel costs and incidental expenses and the not to exceed cost for that task.

**B. Availability, credentials and related experience of the firm and key staff with similar studies:**

- Names and points of contacts of the Consultants personnel who will be assigned as the project manager and key staff involved in study. Provide copies of resumes of the proposed project manager and key staff. Also, include specific information on the staff's experience with higher education, public sector compensation studies. Provide information on specific experience with successful outcomes in conducting salary surveys and making presentation to public boards.
- North Idaho College will place greater value on proposal that can demonstrate a high level of commitment and dedication of personnel to accomplish this project within or ahead of the anticipated project schedule.

**C. Provide an overview of your firm's experience in performing higher education and/or public sector salary studies.**

**D. All offerors shall include with their proposals, a list of three (3) current references for whom comparable work has been performed (preferably higher education or public sector employers). This list shall include company name, person to contact, address, telephone number, email address and overview of work performed. By providing references the respondent authorizes the College to make contact with the references for the purpose of verifying performance. The College's evaluation of references may not necessarily be limited to the references furnished by the respondent in their proposal response.**

**E. Demonstrated ability to meet and exceed the requirements set forth in Scope of Work, the quality of the proposed product and the ability to meet the required timeline.**

**F. Describe your firm's understanding of economic conditions and labor market with the region(s) defined in the Scope of Work of this RFP.**

**G. Describe the techniques and methods that your firm will use to conduct the survey and to keep the College informed of the progress of the project.**

**H. A detailed plan with a timeline of how the firm intends to complete the work by the deadline.**

**I. The Offertory's assurance that the deliverables will meet or beat the project schedule set forth in this RFP.**

## Attachment A - Evaluation Criteria and Weights

Criteria	Description	Weight in Points
1	a. Knowledge and Experience b. Experience of Key Personnel	50
2	Work Plan and Approach Demonstrated ability to meet or exceed the requirements set forth in the Scope of Work, the quality of the proposed product and the ability to meet the required timeline.	30
3	References	15
4	Price/Fee for Services	35
5	Responsiveness of Submittal (Structure/Overall quality and completeness of proposal)	10

## Attachment B – Firm Profile and Contents of Request for Proposal

The statements submitted by the respondent are submitted with the assurance that the College can rely on their accuracy and truthfulness. If more space is required for answers please attach a continuation sheet(s) to the corresponding proposal response page referencing the Section, Part, and statement number.

### Part 1 – Cover Sheet

Name of Contracting Party: \_\_\_\_\_

Name of Contact Person Regarding This Submittal: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number including area code: \_\_\_\_\_

Fax number including area code: \_\_\_\_\_

Email address: \_\_\_\_\_

Did outside individuals/agencies assist with preparation of this RFP?

☐ YES ☐ NO

If "Yes", please describe:

Scope of Work Compliance Certification: The respondent hereby certifies that their proposal response complies in all respects with the provisions of this RFP, Check one box:

- ☐ YES – Meets all requirements  
☐ NO – Contains deviations.

If "NO" is selected, then list in detail, ALL deviations. Attach a separate sheet labeled as: "Submittal Contents: Deviations"

\_\_\_\_\_  
Signature, Administrator, or Applicant Agency and Date

## **Part 2 – Administrative Information**

### **B. FIRM:**

- A.** Name of Contracting Party:
- B.** Physical Address:
- C.** Mailing Address including zip code:
- D.** Remit To Address including zip code:
- E.** Telephone number including area code:
- F.** Fax number including area code:
- G.** E-mail address for business correspondence:
- H.** Federal Tax Identification Number:
- I.** State Industrial Account Identification Number if issued:
- J.** Attached W-9

### **C. INSURANCE COMPANY:**

- A.** Name of company:
- B.** Mailing Address including zip code:
- C.** Insurance Agent Name:
- D.** Insurance Agent Telephone number including area code:
- E.** Insurance Agent Fax number including area code:

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Signature, Administrator, or Applicant Agency and Date

### **Part 3 – Certifications and Assurances**

The following certifications and assurances are given as a required element of the submission to North Idaho College, which is attached, with the understanding the truthfulness of the facts affirmed here and the continuing compliance with these requirements and all requirements of Request for Proposal RFP #26-02 are conditions precedent to the award or continuation of the related Agreement(s) and that:

1. In preparing this response, no assistance has been rendered by any current or former employee of North Idaho College whose duties relate, or did relate, to this RFP, or prospective Agreement, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this submittal. Any exceptions to these assurances are described in full detail on a separate page and attached to this document; and
2. No officer or employee of the College, having the power or duty to perform an official act or action related to this submittal, shall have or acquire any interest in this submittal, or have solicited, accepted or granted a present or future gift, favor, service, or other thing of value from or to any person involved in this submittal; and
3. We understand that North Idaho College can terminate the project at any point. The Consultant shall neither have nor asserted any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated and that the College would make reimbursement for satisfactory work completed; and
4. We understand the North Idaho College will not reimburse us for any costs incurred in the preparation of this submittal and that this submittal becomes the property of North Idaho College, and we claim no proprietary right to the ideas, writings, items or samples. Submission of the attached submittal constitutes agreement to abide by the procedures described in the RFP document; and
5. We understand that any Agreement awarded as a result of the submittal will incorporate all the RFP requirements of North Idaho College, and all agreement terms and conditions appearing in the RFP. Submission of a response and execution of this Certifications and Assurances document certify the respondent's willingness to comply with these or substantially similar terms if selected as a Consultant. It is further understood that under no circumstances will a respondent-submitted contract/agreement be considered as a replacement for the terms and conditions appearing in this RFP; and
6. In submitting this submittal we have read and understand the RFP documents, that we have visited the site and/or have otherwise familiarized our self with the local conditions under which the work is to be performed, that by signature of this certification we are acknowledging all requirements and signed all certificates contained herein. and that no allowance will be sought after proposals are received for oversight, omission, error, or by our mistake; and
7. In submitting the submittal to do the work or furnish goods and services as outlined in the Contract Specifications, I hereby certify that we have not been debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension".

Further I certify that this Firm will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes and Codified Federal Regulations; and

8. In submitting this response as outlined in the specifications, I hereby certify that we have not been debarred, suspended or in any way are excluded from procurement actions by any State or Local governmental agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of the Contract; and
9. In submitting this response I hereby certify that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. I understand that this does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored programs.
10. In submitting this response I hereby certify that I have identified assistance provided by agencies or individuals outside our own organization in preparing the proposal. No contingent fees for such assistance was paid or is to be paid under any contract resulting from this RFP. I understand that all proposals submitted become the property of North Idaho College. It is further understood and agreed that we do not claim proprietary rights to the ideas and written materials contained in or attached to the proposal submitted.
11. In addition to the foregoing certifications and assurances I certify that to the best of my knowledge and belief the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon annual budget amounts approved by the North Idaho College Board of Trustees.

### **Certification**

The signature below hereby certifies as true and correct statements made by the proposer as part of their proposal response to this North Idaho College RFP.

Name of Firm: \_\_\_\_\_

\_\_\_\_\_  
Signature, Administrator, or Applicant Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title



## **Part 4 – Knowledge and Experience**

- 1. General:** Describe how your firm should be considered a full-service consulting firm with expertise in the study of job analysis and/or classification and compensation plans.
- 2. Knowledge and Experience:** The following statements of experience, personnel, and general qualifications of the Consultant are submitted with the assurance that the owner can rely on its accuracy and truthfulness. If more space is required for your answers please attach a continuation sheet(s) to the corresponding Proposal response page referencing the item number.
  - A.** Provide an executive summary highlighting your offer outlining the benefits to the College and why your offer should be determined to be the most highly qualified and competitive respondent by North Idaho College.
  - B. Business Operations of the Firm (Operational History).**
    - a.** List the number of years the firm has been in business continuously.
    - b.** List the names and number of years the firm has been in business under current or previous names or additional assumed business names.
    - c.** Describe the business orientation of the firm, licensing, and other matters relating to relevant experience not elsewhere covered.
    - d.** List the total number of employees and general classification.
    - e.** Provide a statement outlining any exceptions to the College's requirements or clarifications to the requirements.
  - C. Business Operations of the Firm (Financial History).** Has the company ever filed for Chapter 11 or Chapter 7 bankruptcy? If the company has, give details.
  - D. Business Operations of the Firm (Legal History).**
    - a.** List the caption, cause number, court, counsel, and general summary of any litigation pending or judgment rendered within the past 5 years against the proposer.
    - b.** Note the extent, if any, to which the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal, State or local funds; is currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any agency; has been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past 3 years; does have a proposed debarment pending; has been indicted, convicted or has a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past 5 years.

- c. List all engagements the company has undertaken in the last five years which have resulted in:

- Arbitration or litigation and the disposition of the cases.
- Claims being filed by any Federal, State or Local Governmental agency or individual.
- Liens filed by suppliers or subcontractors. List with whom, for what, and the dollar amount.

**E. Describe your experience providing the work and services specified.**

- a. Describe your company.
- b. Describe your experience and expertise in the study of job analysis and/or classification and compensation plans.
- c. List the amount of time you have had experience comparable to that required under the proposed contract as a prime contractor \_\_\_\_\_ years and/or as a subcontractor \_\_\_\_\_ years.
- d. Describe your experience providing similar work and services for public sector organizations. The College is especially interested to know if a firm has recent experience with governmental agencies in the State of Idaho and the nature and extent of the work.

**F. Describe your organization as it relates to administrative and support staff and the resources that are contemplated to be utilized to provide the services sought.**

**Part 5 – Key Personnel Assigned to the Project:**

Describe your organization as it relates to the personnel that will be utilized to provide the services sought. Include, for personnel listed, any professional or State of Idaho registrations and/or licenses and what the professional credentials are for. For all personnel to be assigned to the project the firm will note whether the person is a direct employee of the firm (not a contract employee) or not. Note, key personnel must have a history of professionally cooperative project relations without repeated controversy or contentious behavior (as determined by past project references).

1. List the supervisor or supervisory personnel assigned to the project that will be interfacing with the College contract administrator and contract manager during the contract period to include their name, title, role in the contract and years of experience in that role. Provide a resume for each (limit - one double sided, single spaced page per resume using a minimum font size of 11 point).
2. List all key personnel assigned to the project. Provide a resume for each (limit - one double sided, single spaced page per resume using a minimum font size of 11 point).
3. List the person(s) who will be assigned to the project and who will be furnishing the work effort on the contract, excluding supervisory or key personnel. Provide a

resume for each (limit - one double sided, single spaced page per resume using a minimum font size of 11 point).

#### **Part 6 – Work Plan and Approach:**

1. Describe the methods, innovation, and techniques used to explore, develop, control and accomplish the work as described in this RFP.
2. Submit a Work Plan which should identify the Consultant's intended means and methods with which to accomplish the work as described in this RFP.
3. List any additional services, procedures or capabilities that you believe could be of benefit to the College which are not specifically required herein but which the firm offers to provide.
4. Use of Subcontractors:
  - A. If you intend or anticipate the use of subcontractors please provide the information called for in **Part 4-2E** and 6 for each. Affirm your understanding that you will have prime contractor responsibility over such subcontractors.
  - B. Describe how each subcontractor has the business orientation, licenses, and resources necessary to successfully perform the work to which they will be assigned to perform.
  - C. Use of Third Party Vendors: List all third party vendors you intend or anticipate to use. Affirm your understanding that you will have prime contractor responsibility over such vendors.

#### **Part 7 – References:**

1. Provide a list of clients, at least five (5) are desired, of comparable size to the College within which you have implemented a job classification and compensation system. Include a brief description of you or your key personnel's specific involvement in each. For each project identified, provide at least the following information, as applicable:
  - Client (firm) name and location
  - Client contract name, address, and telephone number
  - The owner of the facility or system
  - A description of the services performed
  - The dollar value of the contract
  - Key personnel who worked on the projects and indicate if they would be working on this project and in what capacity
2. List all of the projects with whom you or your key personnel have provided similar services in the past three (3) Years. The services should have been for a client similar in size of the College and the work of similar nature and complexity to that described. Describe the projects to include how they demonstrate that you have the

experience necessary and in what ways they are similar to the work contemplated. Also include a brief description of you or your key personnel's specific involvement in each. For each project identified, you shall provide at least the following information, as applicable:

- Client (firm) name and location
- Client contract name, address, and telephone number
- The owner of the facility or system
- A description of the services performed
- The dollar value of the contract
- Key personnel who worked on the projects and indicate if they would be working on this project and in what capacity

**Part 8 - Pricing/Fee for Services:** Provide full details.

Submit your cost proposal (a detailed lump-sum fee not-to exceed price breakdown) based on the Work and Services, Scope of Work and the deliverables as set forth in this RFP, as well as, addressing the factors and considerations described in Attachment A. The detailed price breakdown shall include, at a minimum, the tasks to be performed, time line, estimated number of hours for completion.

Pricing shall be inclusive of all costs including, but not limited to, travel costs, lodging, meals, per diem, all incidental expenses, overhead and profit.

The College will interpret that the extent and detail of the response, work and pricing have a direct correlation with the proposer's overall experience and experience with the nature and type of work specified in this RFP.

In the event that additional services are needed, provide as part of your proposal a listing of your firm's fees and/or staffing with applicable hourly rates for each.