

## Request for Proposal #24-1123 – Review of SCF’s Total Rewards Practices

**Introduction:** Southcentral Foundation (SCF) is soliciting proposals from qualified consulting firms to provide services to conduct a compensation review for the President/Chief Executive Officer.

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**Background:** Southcentral Foundation (SCF) is an Alaska Native-owned, nonprofit health care organization serving nearly 65,000 Alaska Native and American Indian people living in Anchorage, Matanuska-Susitna Borough and 55 rural villages in the Anchorage Service Unit.

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### RFP Schedule:

This RFP will follow the schedule in the table below; SCF reserves the right to modify this schedule.

RFP Issue Date	1/12/2024
Deadline to Submit Questions and Register	2/1/2024
Proposal Due Date	2/9/2024
Notice of Contract Award	3/1/2024
Service Start Date	Upon execution of contract

### Scope of Work

Southcentral Foundation will receive proposals for a compensation review of its Chief Executive Officer. Southcentral Foundation is seeking a review of its competitiveness in regard to executive salary, benefits, and incentive pay.

The compensation review will consist of a report that will provide a marketplace analysis of benefits, incentives, and current and proposed compensation, with any recommended adjustments. The compensation review will take into consideration and report upon national markets, the local market, comparable positions, and other information that the firm deems relevant to compensation. Southcentral Foundation regularly benchmarks performance against national healthcare averages, these and individual specific metrics of performance will be provided to the consultant. The format of the report is at the discretion of the selected firm.

The bidder selected will coordinate with the EVP of Organizational Development and Innovation. All work produced related to the President/CEO compensation will be reported to the Compensation Committee of the Southcentral Foundation Board of Directors.

Upon delivery of the award notice to the selected firm, that firm will be required to execute a contract that will incorporate the enclosed scope of work and may incorporate some or all of the current RFP. The selected firm will have 10 business days to negotiate a final contract with Southcentral Foundation, who may, in its sole discretion, rescind the award and may award to a different firm. Work will begin upon execution of the contract.

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## Evaluation Process

An evaluation committee consisting of at least three (3) or more qualified individuals will independently evaluate proposal compliance and content.

Bid evaluation will be based on Table 1 criteria and point values and will be documented by recording a final score calculated as the average score of the committee members' individual point value totals.

## Evaluation Criteria and Point Value

	Evaluation Criteria	Point Value	Details
1	Qualifications	15	Evaluation of qualifications.
2	Timeline	15	Evaluation of Bidder's proposed timeline
3	Price Proposal	30	Evaluation of the fee schedule provided in Bidder's proposal. (An average value for all fees provided will be used for evaluation)
4	Strength of Proposal	35	Evaluation of proposed methods and means of study presented in Bidder's response.
5	AN / AI Preference	5	Evaluation of Bidder's Alaskan Native / American Indian ownership.
	<b>Total Point Value - 100</b>		

*Table 1, Evaluation Criteria and Point Value*

## Notice of Award

A notice of contract award will be provided to all Bidders.

**Conflict of Interest Restrictions:** If bidder, Bidder's employee, subcontractor, or any individual providing services under contract to SCF has a possible conflict of interest affecting the objectivity, analysis, and/or performance under contract, the Bidder is required to submit details in writing to SCF within ten days of issuance of this RFP: SCF will determine if the conflict is significant and material and if so, may notify the Bidder in writing of elimination from the RFP process.

**Addendum to the RFP and Right to Award:** SCF reserves the right to issue addendums to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of the proposals.

SCF reserves the right to not award or cancel the award of the contract to a Bidder who will not agree to all of the provisions and terms and conditions as contained within this RFP.

**Cancellation of the RFP:** SCF retains the right to cancel the RFP process if it is in SCF's best interest. SCF will not be responsible for costs incurred by Bidders for proposal preparation.

**Contract Negotiations:** This RFP does not obligate SCF or the selected Bidder until a contract is signed and approved by both parties. Upon completion of the evaluation process, contract negotiations may commence. If the selected Bidder fails to provide necessary information for negotiations in a timely manner and/or, negotiate in good faith, SCF may terminate the award of the contract. SCF will not be responsible for costs incurred by the Bidder resulting from contract negotiations.

SCF reserves the right to include additional terms and conditions during contract negotiations. However, these terms and conditions must be within the scope of the original RFP and will be limited to price, clarification, definition, administrative, and legal requirements.

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Please submit to Kate Lynch, Manager of Contracts via email at [klynch@southcentralfoundation.com](mailto:klynch@southcentralfoundation.com):

- RFP registration
- Questions
- Proposal documents