

REQUEST FOR PROPOSAL

Consultation Services

HEAD START

COMPENSATION STUDY

Mid-America Regional Council

Issued: August 23, 2024

Due: September 6, 2024



Request for Proposal

PURPOSE OF THE REQUEST

MARC seeks to contract with a consultant with experience designing and implementing pay plan studies, specifically in the early learning field, who will examine the comparability of total compensation, e.g. wages and fringe benefits, for the MARC Head Start staff as well as the Head Start staff employed by its 4 delegates and 13 partner agencies with current market pay rate data. MARC is coordinating the effort for the 17 organizations funded under the MARC Head Start umbrella. A list of those agencies is attached.

MARC AND MARC HEAD START BACKGROUND

The Mid-America Regional Council (MARC) is a nonprofit association of city and county governments and the metropolitan planning organization for the Kansas City region. MARC promotes regional cooperation and develops innovative solutions while providing a forum for the region to work together to advance social, economic, and environmental progress. Since 2005 MARC has been awarded a grant from the federal government to oversee Head Start and Early Head Start services in metropolitan Kansas City. As the grantee, MARC employs a team of early childhood professionals who oversee contracted services provided by four delegate agencies and a variety of community and school district partners.

An important component of a Head Start and Early Head Start program's ability to attract and retain a skilled and motivated work force are employee fringe benefits and compensation. As a Head Start grantee, MARC is required to conduct wage comparability study every three years to ensure that wages paid to all Head Start staff, including those staff employed by contracted agencies, are comparable to wages paid for comparable positions within their organization and those paid for similar work in the labor markets in which the organization competes. Many of the early learning organizations in this area have challenges filling job positions and retaining staff. Turnover in personnel is an on-going problem.

Other Background information

Employee classification systems may differ between agencies however all programs have some table, system or schedule of employee job classifications which group jobs with similar levels of responsibility and qualifications. For example, one classification or grade might include cook, custodian, and bus monitor while another higher grade includes literacy specialist, executive assistant, and accountant. Other classification systems may divide positions based on particular qualifications. For example, Teacher I may be a teacher with a job-related bachelor's degree; Teacher II, a teacher with an associate's degree; and Teacher III, a teacher with a Child Development Associate (CDA) credential. Other classification systems may lump all teachers together in the same grade, but include in related policies a formula to compensate individuals differently based on their levels of education. Positions in all agencies include exempt and non-exempt employees. All agencies employ individuals with roles and responsibilities for the following or similar categories:

Program Director, Program Managers, Program Specialists/Coordinators, and administrative assistants. Agencies that provide direct Head Start services also include positions of teacher, teacher assistant, home visitors and family advocate or social worker. A few of these programs also employ cooks, custodians, health aids, bus drivers and bus monitors.

SCOPE AND DELIVERABLES

The consultant will produce a report that includes collected data, analysis and relevant recommendations. MARC Head Start leadership staff will work with the consultant to connect with partner agencies in order to collect all required data. **This report is to be completed by October 31, 2024.**

Specific components of the study should include, at a minimum:

- (1) Identification of most common positions as benchmark positions and include position, level of education, experience, applicable credentials (e.g., certification, licensure, etc).
- (2) Current market pay data by benchmark position and fringe benefits inventory by organization, for each MARC Head Start funded organization, grouping the data by type of organization (e.g. school district, non-profit early learning center, private early learning center).
- (3) Data representing benchmark positions of non-MARC funded childcare service providers (for profit and non-profit), school districts which require teachers to be certified, and school districts which do not require teachers to be certified.
- (4) Analysis of the data collected, identify pros and cons, weaknesses and trends.
- (5) Recommendations for pay ranges for benchmark positions.

PROPOSAL

The proposal should include the following information:

1. Basic Identification Information.
 - Name of Key Contact Person
 - Organization Name
 - Address
 - Phone Number
 - Email Address
2. Organization experience, and qualifications of key staff that will be assigned to this project.

Provide information on the individual's and organization's background, including experience on similar projects, education and skills necessary to perform the required work. If multiple individuals will be assigned to the MARC project, please include a brief resume for key staff assigned to support this project.
3. Description of the proposed approach to accomplish the deliverables, including a timeline with key steps defined. Include any suggestions which might enhance the results or usefulness of the work. Include specific information on the types of national and regional survey data the consultant will use in the study.

4. References for Similar Projects. Provide three references (with contact information) of clients where similar services to those requested in this RFP were offered and/or where knowledge of skills would be known. Please include a link to the final reports for each agency.
5. Costs for services. Include a cost proposal for the work described under the Scope of Work. MARC has budgeted approximately \$10,000 for the scope of this contract. Please prepare a cost proposal that meets that budget

RESPONSE REQUIREMENTS

Responses to this Request for Proposal should be submitted in a PDF electronic format to Kasey Lawson, Head Start Director, at the below address **NO LATER THAN 4 p.m. CST** on September 6, 2024.

Kasey Lawson
 Mid-America Regional Council
 600 Broadway, Suite 200
 Kansas City, MO 64105-1659
 Email: klawson@marc.org

Note: It is your responsibility to verify the receipt of RFP Response as there is always the possibility of emails getting blocked by MARC’s firewall/spam filter.

SELECTION

Each proposal will be reviewed and evaluated based on the following criteria:

- Knowledge, expertise and experience of key staff in the planning, project management and execution of the services required.
- Efficient timeline proposed, which includes opportunities for benchmarks and check ins.
- Demonstrated understanding of project scope and MARCs primary objectives.
- Scope of services for the cost.

ANTICIPATED SCHEDULE FOR CONSULTANT SELECTION

The following schedule will be used for the selection of a consultant.

| | |
|--|--------------------|
| Issue Request of Proposal | August 23, 2024 |
| Deadline for Responses | September 6, 2024 |
| Interview Top Consultants (if necessary) | September 12, 2024 |
| Select Preferred Consultant | September 16, 2024 |
| Finalize Agreement and Issue Notice to Proceed | September 18, 2024 |

ENGAGEMENT

This Request for Proposal does not commit MARC to award a contract or to pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received as a result of this request if it is considered in the best interest of MARC.

MARC may require the proposer selected to participate in negotiations, and to submit to such price, technical or other information as may be needed to finalize a particular engagement for services.

OTHER KEY INFORMATION

Confidentiality of Information Contained in the Proposals Submitted in Response to this RFP – Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law.

All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal.

After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.

CONTACT FOR FURTHER INFORMATION

For further information about this RFQ, contact Kasey Lawson, at 816/701-8376 or klawson@marc.org.

Head Start

MID-AMERICA REGIONAL COUNCIL



Direct Service Provider Listing

| Provider | Address |
|--|---|
| Ability KC | 3101 Main Street Kansas City, Mo 64111 |
| Cub Care-Blue Springs School District | 3575 SW Liggett Road Blue Springs, Mo 64015 |
| EarlystART St. Mark | 2008 E. 12 th Street Kansas City, Mo 64127 |
| Emmanuel Child and Family Development Center | 4736 Prospect Kansas City, Mo 64130 |
| Excelsior Springs Early Childhood Center-Excelsior Springs School District | 500 N Jesse James Rd Excelsior Springs, Mo 64024 |
| Front Porch Alliance | 3210 Michigan Ave Kansas City, Mo 64109 |
| Great Beginnings at Paradise Park- Lee's Summit School District | 1021 Northeast Colbern Road Lee's Summit, Mo 64086 |
| Guadalupe Early Childhood Center | 3201 Southwest Trafficway Kansas City, Mo 64111 |
| High Grove Early Childhood Center- Grandview School District | 2500 Highgrove Road Grandview, Mo 64030 |
| Independence School District | 2601 North Liberty Independence, Mo 64050 |
| Kansas City Public Schools | 1215 East Truman Road Kansas City, Mo 64106 |
| Learn A Lot Academy | 4010 Sterling Ave Kansas City, 64133 |
| Operation Breakthrough, Inc | 3039 Troost Ave Kansas City, Mo 64109 |
| Three Trails-Raytown School District | 8812 Gregory Boulevard Raytown, Mo 64133 |
| The Family Conservancy | 444 Minnesota Ave Kansas City, Ks 66101 |
| Yellowjacket Early Learning Center-Cetner School District | 8817 Wornall Road Kansas City, Mo 64114 |
| YMCA | 3800 E. 51 st Street Kansas City, Mo 64130 |