

JOB COMPENSATION STUDY

General Information

The Confederated Tribes of the Chehalis Reservation (CTCR) General Manager's Office seeks proposals from qualified firms and individuals for a Job Compensation Study.

Scope of Work

Job Compensation Plan, applicable to approximately 165 Job Classifications, that is comparable to and on par with compensation plans for governmental service positions in Indian Tribes and local governments in the South Puget Sound and Southwestern regions of Washington State. The scope of work includes:

- A) review CTCR job descriptions, make recommendations for appropriate adjustments and collaborate with CTCR staff in completing the work;
- B) review applicable pay-grade and ranges and recommend appropriate adjustments ;
- C) design an implementation process;
- D) orient key staff in the implementation of the Job Compensation Plan.

Proposal Requirements/Submission Instructions

Proposals must consist of the following information in the order indicated below:

The proposal will be no more than a total of four (4) pages of narrative on a regular size bond paper (8 ½ x 11 inches) single spaced, and (1) proposed budget page. No more ten (10) pages of attachments will be accepted.

The narrative will include the following:

- A) Qualifications and experience of the bidder related to the scope of work, reference to sample projects completed in the last 5 years and contacts who can confirm the work;
- B) Outline of projected activities and timelines for the completion of the scope of work;
- C) The roles of CTCR employees and stakeholders with whom the bidder would collaborate as necessitated by the projected activities;
- D) A proposed budget and brief narrative for each line item

The Proposal must be received by 4:30 P.M. on June 26, 2015 in order to be considered. Proposals may be mailed, hand-delivered, or emailed to the following addresses:

Mailing Address: P.O. Box 536, Oakville, WA 98568

Physical Address: 420 Howanut Road, Oakville, WA 98568

Email Address: dinell.youckton@chehalistribe.org;
bstarr@chehalistribe.org

The Chehalis Tribe reserves the right to waive irregularities and to reject any and all proposals.

Confederated Tribes of the Chehalis Reservation applies a Chehalis Tribal Member and Native American preference policy to all employment opportunities as provided by Public Law 88-352, Section 703, Title VII, and Civil Rights Act of 1964.