



**Smart Start of Mecklenburg County  
Request for Proposal  
February 5, 2024**

Smart Start of Mecklenburg County (SSMC) invites you to submit a proposal for a salary study, in accordance with the terms, conditions, and requirements out lined below and listed on **Attachment I – Scope of Work**. The proposal is for FY23-24. SSMC’s fiscal year runs from July 1 to June 30.

SSMC is a nonprofit, state-funded initiative operating in Mecklenburg County, whose mission is to ensure all children enter school healthy and ready to succeed. Our website is [www.smartstartofmeck.org](http://www.smartstartofmeck.org).

This request for proposal shall not be construed as an obligation by SSMC to enter into an agreement or purchase order with your company. We are only requesting information as a prospect of doing future business with your company.

Your proposal must be received in our office no later than **4:00 p.m. on Friday, February 9<sup>th</sup>, 2024**

Please submit your proposal, via electronic PDF to:

Emily Lancucki  
Chief Advancement Officer  
Smart Start of Mecklenburg County  
[elancucki@smartstartofmeck.org](mailto:elancucki@smartstartofmeck.org)

Proposals must include a cover letter and completed responses to **Attachment II – RFP Response Form**. Your proposal should include all cost estimates, including travel, associated with the requested scope of work. You may include additional relevant information regarding your company if you choose. Late and/or incomplete proposals will not be accepted. Proposals will be evaluated based on a combination of answers within Attachment II.

Thank you for your interest in assisting SSMC with the procurement of program monitoring activities so that we may continue to perform the duties of our mission to the children and families of Mecklenburg County.

If you have any questions, please email Emily Lancucki, [elancucki@smartstartofmeck.org](mailto:elancucki@smartstartofmeck.org)

**Smart Start of Mecklenburg County**

601 E. 5<sup>th</sup> Street, Suite 500, Charlotte, NC 28202 | [info@smartstartofmeck.org](mailto:info@smartstartofmeck.org) | (704) 377-6588



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## Attachment I – Scope of Work

SSMC is seeking proposals from qualified consulting firms to conduct a comprehensive salary and wage analysis study. This study aims to ensure our compensation strategy is competitive, equitable, and aligns with our organizational goals and industry standards.

### Description

The selected consulting firm will be expected to:

- Conduct a thorough analysis of current salary and wage structures at SSMC.
- Perform market comparisons with similar organizations in the industry.
- Provide recommendations for adjustments to align with market standards and organizational goals.
- Consider equity across different roles, experience levels, and demographics.
- Present findings in a detailed report, including actionable insights and strategies for implementation.

### Cost & Time Estimate

- SSMC looks forward to a total proposal, broken down by month
- Project will be for four months, from February 2024 – June 2024
- All funds and project deliverables must be completed by June 2024.

### Required Skills and Experience

- Compensation Analysis Expertise: Proven experience in salary and wage studies, including market trends, pay equity, and competitive benchmarking.
- Statistical Analysis Skills: Strong capability in data collection, analysis, and interpretation, with proficiency in statistical software.
- Regulatory Compliance Knowledge: Awareness of labor laws and best practices in compensation to ensure legal compliance and risk mitigation.
- Previous experience working with early childhood initiatives and nonprofit organizations is preferred.

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## Attachment II – RFP Response Form

*Applicants must complete all sections of this form to be considered.*

*All responses must consist of no more than 250 words each.*

Company Name:  
Contact Email:

Primary Contact:  
Contact Phone:

Do you have experience working within the early childhood (0-5) environment? If so, please list no more than 3 examples.

How would your organization staff this project? Would there be a single individual or team approach?

Briefly summarize how you would approach your work in addressing this process.

Provide your best cost estimate based on the Scope of Work (ranges may be used; actual numbers are required). If you have estimates for printing or digital ads you may include those, but not required.

Please provide 2-3 references of comparable clients you have worked with that SSMC may reach out to if your company is chosen to move forward.

Please provide a link to your website and social media accounts.

Are you a minority-owned, woman-owned, or small business?

In the space below, please provide any additional relevant information that you would like to be considered in our decision.

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