



REQUEST FOR PROPOSALS FOR
EMPLOYEE CLASSIFICATION AND
COMPENSATION STUDY

March 16, 2017

DINÉ COLLEGE
1 CIRCLE DR, TSAILE AZ 86556

I. INTRODUCTION

PURPOSE

The purpose of this Request for Proposals ("RFP") is to solicit proposals from consultants and/firms who can demonstrate experience and expertise in the field of employee compensation and classification and who can meet Diné College's unique needs.

AUTHORITY

This RFP is issued pursuant to 12 N.N.C. § 332 of the Navajo Nation Procurement Code and pursuant to 12 N.N.C. § 332(B) of the Procurement Code is compliant with 5 N.N.C. § 201 *et seq.*, the Navajo Business Opportunity Act. The successful offeror must, at the time of award, be in good standing with the Navajo Nation Business and Procurement Act, 12 N.N.C. § 1501 *et seq.* A proposal will be rejected if any of the conditions listed in 12 N.N.C. § 1505 (Ineligibility) apply to the offeror. Any contract by a Navajo Nation entity is subject to both the Navajo Business Opportunity Act and the Navajo Preference in Employment Act.

COLLGE CONTACT PERSON

The College Contact Person for this RFP is given below. Consultants seeking clarification and materials regarding the RFP must communicate the College Contact Person. Contact regarding this RFP with any College representative other than the College Contact Person may disqualify the proposer. Requests for clarification and materials shall be submitted in writing.

Diné College

Department of Human Resources

Attn: Preston Brown, Senior HR Analyst

P.O. Box C-07

Tsaile, Arizona 86556

PHONE: (928) 724-6603 **FAX:** (928) 724-6835

Email: mtdayzie@dinecollege.edu (Put "Classification & Compensation RFP" in subject line of email)

KEY ACTION DATES

Advertisements	--	March 16, 2017 through April 28, 2017
Deadline to Submit Proposal	--	April 28, 2017 at 5:00 p.m. MST
Review of Proposals	--	May 1, 2017 through May 5, 2017
Notification	--	May 8, 2017

II. BACKGROUND ON DINÉ COLLEGE

Diné College was established in 1968 as the first tribally-controlled community college in the United States. In creating an institution of higher education, the Navajo Nation sought to encourage Navajo youth to become contributing members of the Navajo Nation and the world society. Under the direction of an eight-member Board of Regents confirmed by the Government Services Committee of the Navajo Nation Council, the College serves residents of the 26,000 square mile Navajo Nation, which spans the states of Arizona, New Mexico, and Utah. As a postsecondary educational institution, Diné College awards associate degrees and certificates in areas important to the economic and social development of the Navajo Nation.

Navajos have a long history of dedication to education for their people. A few days before his death in 1893, the great chief, Hastinn Ch'il Haajjin (Manuelito) said, "My grandchild, education is the ladder. Tell our people to take it." For the past five decades, the Navajos have allocated a relatively large proportion of their efforts and resources to improving educational opportunities for their tribal members.



The Navajo Tribe took a momentous step toward educational self-determination of Indians by establishing Navajo Community College in 1968 (now Diné College). This landmark institution was an innovative means to meet the long unmet postsecondary educational needs of Native Americans.

Diné College was the first college established by Native Americans for Native Americans. It set a precedent for later tribally controlled community colleges on or near reservations. Diné College remains the oldest and largest. In the following decades, 37 similar colleges have been founded by other Indian tribes.

Under the direction of an eight-member Board of Regents confirmed by the Government Services Committee of the Navajo Nation Council, Diné College has the responsibility to serve residents of the 26,000 square mile Navajo Nation which spans the states of Arizona, New Mexico and Utah.

As a postsecondary educational institution, Diné College awards Associate Degrees, Bachelor Degrees and Certificates in areas important to the economic and social development of the Navajo Nation. To comply with the College mission, personalized instruction is guaranteed to each student, which justifies our low student-faculty ratio.

Diné College employs approximately 285 full-time employees in various positions. The employee population is diverse in all aspects (job duties, age, race, gender, national origin, education, etc.). The main campus of Diné College is located in Tsaille, Arizona and another campus in Shiprock, New Mexico with Centers in Crownpoint, New Mexico, Window Rock, Arizona, Chinle, Arizona, and Tuba City, Arizona.

III. OVERALL GOALS

The new management classification plan is intended to support and drive on-going changes in the organizational and management structure at Diné College. It is proposed that the classification and compensation study will address our needs for the following:

1. A simplified, customized, and competitive, compensation and classification structure for staff, managers, administrators, and faculty.
2. A compensation structure that can be implemented with minimal disruption and discouragement.

IV. OVERALL SCOPE OF SERVICES

Diné College seeks a consultant and/or firm to develop an employee classification system and compensation plan that reflects the organizational and management structure. The compensation plan and structure should enhance the College's ability to attract and retain quality employees. Ideally, this plan and structure can be implemented within the culture of the College with minimal impact.

All aspect of the scope of services shall have the following attributes. The plan and its components shall:

1. Ensure a compensation structure for each position that fairly and objectively reflects its value relative to other positions within the organization (internal equity).
2. Provide a compensation structure for all positions that shall enable the College to attract and retain the level of talent required to achieve its goals and objectives.
3. Provide for compensation administration guidelines which have adequate management controls while reflecting simplicity in design.
4. Be easy to explain to College employees.
5. Recognize and reflect changes in the organization, in job design, and in external market influences, providing maximum flexibility for exceptions, special recognition, and temporary assignments.
6. Motivate each employee toward the specific achievement of individual position accountabilities through the consistent application of compensation guidelines that recognize the varying degrees of individual performance, the skill and/or background brought to each position, and each position's compensation level.

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the private and public sectors. The consultant shall perform or provide the following services:

1. Review all job classifications and to ascertain essential knowledge, skill, abilities, education, and experience relevance and hierarchical consistency, job definitions, distinguishing characteristics, supervision received and exercised, conformity to the necessary job functions (including physical demands); and special requirements and recommend additions and deleting to the current classification plan.
2. Analyze all existing classifications and recommend additions and deleting to the current classification plan.
3. Establish appropriate benchmarking standards and conduct salary surveys as needed for similar position with comparable employers as required.
4. Identify potential pay compression issues and provide alternative solutions.
5. Analyze and recommend changes to the present compensation structure.

V. PROPOSER REQUIREMENTS

The following will be considered in the selection of a consultant and/or firm:

1. Qualifications (35%)
2. Relevant experience in and expertise with similar-sized entities to include experience working with Tribally Controlled Colleges and Universities (25%)
3. Fees for services (25%)
4. Unique resources the consultant may bring regarding innovative techniques (15%)

* Navajo Business Opportunity Act and the Navajo Preference in Employment Act will be applicable.

VI. PROPOSAL FORMAT

In order to insure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below:

1. **Title Page:** Proposers should identify RFP subject, the name of the consultant and/or firms, local and corporate address, telephone number, name and title of contact person and date of submission.
2. **Table of Contents:** Provide clear identification of the material by section and by page number.
3. **Company History:** Information related to the consultant's background and years of service.
4. **Qualifications and Experience of Staff:** (a) Describe what makes you uniquely qualified to work on this study; and (b) describe any specific expertise with Colleges/Universities.
5. **Understanding and Approach:** A written statement explaining the consultant's and/or firm's approach to assisting Colleges/Universities with this type of study. (Not to exceed 3 pages).
6. **References:** List at least three (3) client references.
7. **Proposal Fees:** Diné College is prepared to pay a fee. The state fee shall include all costs associated with services specified, including labor, material, transportation, lodging, etc. No other charges shall be allowed. Identify any options to conducting job audits and the varying of time required, the cost and the thoroughness of the study.
8. **Required Forms:** Complete and sign all required forms.

VII. GENERAL INFORMATION

1. **Interview:** proposer may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any fee amount originally proposed. If Diné College chooses to have presentations, they will schedule and notify the Proposer(s) of the time and location of their presentation.
2. **Modification:** Diné College reserves the right to request that the proposer modify the proposal to more fully meet the needs of the College.
3. **Request for Additional Information:** The proposer shall furnish such additional information as Diné College may require.
4. **Acceptance/Rejection/Modification to Proposals:** Diné College reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.
5. **Termination:** The contract may be terminated by mutual consent of both parties or by Diné College at its discretion. This contract, if awarded, may be cancelled in whole or in part by Diné College upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the contractor(s) will be grounds for termination. Termination will take place within fifteen (15) days of notification.

NONDISCRIMINATION CLAUSE

During the performance of the contract, the contractor shall not discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age or gender.

PROPOSAL SUBMISSION

The College requires submission of proposals by mail with five (5) copies attached, post marked no later than April 28, 2017, at 5:00 p.m., to either of the following addresses:

United States Postal Service

Preston Brown
Senior HR Analyst
Diné College
P.O. Box C-07
Tsaile, Arizona 86556
Phone: (928) 724-6603

Address for UPS & FEDEX

Preston Brown
Senior HR Analyst
Diné College
1 Circle Drive
Tsaile, Arizona 86556
Phone: (928) 724-6603

PROPOSALS OPENING

Proposals will be opened for evaluation from May 1, 2017 through May 5, 2017.

PROPOSALS DISPOSITION

All submitted proposals will remain on file with the College's Department of Human Resources for six (6) months from April 28, 2017, at which time the College will destroy the proposals and send notification to the consultant that the submitted proposal has been disposed.

CONFIDENTIALITY, NONDISCRIMINATION AND NON-COLLUSION

Each proposal must include the following completed and signed forms:

- Confidentiality Agreement (Attachment A).
- Certification of Nondiscrimination (Attachment B).

ATTACHMENT A
CONFIDENTIALITY AGREEMENT

The undersigned, a duly authorized officer of _____ ,
(complete legal name)

does hereby represent, warrant, and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the College's operation which are designated confidential by the College and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

Name

Title of Principal Proposer

Date

ATTACHMENT B

CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

Proposer hereby certifies in performing work or providing services for the College, that he/she will not discriminate in its hiring or employment practices because of age, gender, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, or marital status. Proposer shall comply with applicable Navajo Nation and Federal anti-discrimination laws.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2017.

PROPOSER

(Type or print complete legal name of firm)

BY

(Signature)

Name

(Type or print)

Title

Address

City _____ **State** _____ **Zip** _____