REQUEST FOR PROPOSAL
TO REVIEW PRESENT CLASSIFICATION AND COMPENSATION PLAN

Illinois Valley Community College is seeking proposals from consulting agencies interested in conducting a review of its present classification and compensation system for positions not affected by a labor agreement.

The desired study will address the following main components:

1. External Competitiveness – so that the College may be in a position to attract and retain well-qualified employees.
2. Maintenance Process – to ensure that, once the results of the compensation study have been implemented, the results may be maintained and updated appropriately.
3. Recommendations for Training & Development Incentives – for advancement within salary range resulting from participation in staff development initiatives and/or skills enhancement.
4. Internal Equity – must provide for internal equity for all employees.
5. Employee Retention & Recruitment – to recruit and retain employees in administrative and support staff classifications by providing recommendations for competitive entry salaries and a comprehensive salary advancement structure.

The following information is provided to assist in developing a response to this request for proposal.

The College

Illinois Valley Community College is a two-year comprehensive community college located in north central Illinois, about 65 miles north of Bloomington and south of DeKalb.

Accredited by the Higher Learning Commission and a member of the North Central Association, the College awards the Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in General Studies, Associate in Applied Science and numerous career program certificates. In addition, the College offers a wide range of programs in adult and continuing education, business and industry training, and special initiatives.

Scope

The scope of this study shall include approximately 122 titles and a total of approximately 200 jobs. The following employee categories should be reviewed as a part of the study:

- Classified employees - This category includes administrative and academic support positions including administrative assistant positions, classified technology positions and safety service positions.
- Administrative and Professional employees - These positions typically range from Dean-level positions to Associate Dean, Director, Coordinator, and other professional positions.

In addition to the aforementioned employee categories, the College employs approximately 85 full-time unionized faculty, ___ part-time faculty and __ unionized maintenance and custodial personnel, 3 vice-presidents and 1 president. Review of these positions is not within the scope of this project.
**Time Frame**

The College seeks to begin implementation of this study for FY 2008, which begins July 1, 2007. Therefore, by March 10, 2007, the college will require final recommendations pertaining to the basic components of the review as specified at the beginning of this request for proposal.

**Submission of Proposal**

Consultants interested in responding to this request for proposal should provide one (1) signed original and two (2) copies of the proposal containing the following information:

1. A summary of the methodology to be used in completing the major components of the study,
2. A time frame for completing the components,
3. A profile of the consulting organization, which shall include a description of the resources to be assigned,
4. A cost for completion of the review,
5. A list of clients/references’ for which similar studies were conducted,
6. Other details the consultant wishes to address.

**Important Dates**

Illinois Valley Community College Board of Trustees will accept proposals at IVCC, 815 North Orlando Smith Avenue, Oglesby, Illinois 61348, Attention Pat Reed, Purchasing Director, until 2:00 p.m. on Tuesday, October 31, 2006, for services specified herein. Questions pertaining to this RFP must be made in writing and submitted by mail, e-mail, or faxed to the address listed below by Wednesday, October 11, 2006. To obtain additional copies of this RFP, contact Pat Reed Monday through Friday, 8:00 a.m. – 4:30 p.m., 815-224-0417 or send requests in writing to one of the following addresses:

E-mail: pat_reed@ivcc.edu
Fax: 815-224-0294
Mailing Address: Illinois Valley Community College, Attention: Pat Reed, 815 North Orlando Smith Avenue, Oglesby, Illinois 61348.