



REQUEST FOR PROPOSALS
No. 2026-002

WAGE COMPARABILITY STUDY

Issued: April 1, 2026

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Attachment A: Schedule of Active Job Positions



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Section I Summary and General Information

Summary

Inspire Development Centers (IDC) is a Federal and State funded non-profit organization providing childcare and other human services to farm workers and rural families throughout the State of Washington. IDC is requesting proposals from qualified vendors to conduct and update the organizations' Wage Comparability Study, perform an internal equity analysis, and provide an overall assessment of the current compensation plan design.

Contact Information

Inspire Development Centers, Purchasing Department

2640 E Edison Ave, Suite 1, Sunnyside, WA 98944 Phone: 509-837-2225 x 70829

Email: Bidsubmission@inspirecenters.org

Pre-Bid Conference

A Pre-Bid Conference will be held on **April 24, 2026, at 9AM PST**. To request a calendar invitation to this event, email your request to Bidsubmission@inspirecenters.org no less than 12 hours prior to the start of the scheduled meeting.

Proposal Deadline

All proposals will be noted and stamped by time and date of submission. All vendors responding to this solicitation shall have until **April 30, 2026, at 5PM PST** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.

General Information

This procurement will be conducted in accordance with the Inspire Development Centers (IDC) Procurement Policies and Procedures and applicable grant regulations. The proposals will be kept confidential. IDC is a private non-profit organization which adheres to its internal control policies and procedures. **It is not the practice of IDC to disclose proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.**

Important Dates

Pre-Bid Conference	April 24, 2026, at 9AM PST
Deadline to Submit Questions	April 27, 2026, at 5PM PST
RFP Response Due Date	April 30, 2026, at 5PM PST
Award and Contract (reasonable estimation)	15-30 days from RFP deadline
Project Completion Date	90 days from Contract Start Date

Question Submittal

Questions and inquiries **MUST** be submitted in written format and submitted electronically to bidsubmission@inspire-centers.org. subject line reference RFP 2026-002 Wage Comparability Study.



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Section II Scope of Services

A. Scope of Services

The Contractor will conduct a wage comparability study for all Inspire Development Centers with 91 active Job Positions, Attachment A, Schedule of Active Job Positions. Additionally, Contractor scope of services will include;

1. Conducting an internal equity analysis;
2. Conducting an external market analysis;
3. Recommending changes to job groups and/or pay ranges;
4. Recommending options for compensation plan design (performance linked or step system, etc.);
5. Recommending options for potential continued WA State minimum wage increases affecting the overall;
6. After reviewing the existing positions, the Contractor will, where necessary, recommend to IDC the appropriate wage adjustments.

B. Work Site

The Administration, Human Resource Office and Program Office are located in Sunnyside, Washington. All information necessary to perform the requested services can be accessed at these locations.

C. Agency Funding (Based on 2025 Schedule of Federal Awards)

\$64,765,089

D. Employee Information

FY' 25 IDC employed up to 788 employees

E. Job Descriptions

Currently IDC has 91 active job codes



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Section III Proposal Submittal Requirements

A. Company Background and Qualifications

1. Identify the name, title, and email address of the person authorized by the organization to contractually obligate the organization, negotiate on behalf of the organization, and to provide clarification to the proposal response using the form provided, Proposal Cover Sheet.
2. Provide company history and location information;
 - a. Experience with non-profits or comparable organizations
 - b. Location of the company headquarters and local offices
3. Provide the qualifications and location of those employees proposed to service this contract, if awarded.
4. Provide relevant financial information;
 - a. Annual sales, years in business
 - b. Insurance – Limits of Liability
5. Provide three (3) comparable customer references, to include;
 - a. Company name, address and phone number, contact person and title
 - b. Years in business with listed reference

B. Proposed Technical Approach and Methodology Outline

- a. Statement of Work
- b. Project Steps and Timeline
- c. Overview of Deliverables and Project Illustrations

C. Cost Schedule

- a. Estimated Hours and Fees
 - i. Detailed Cost Schedule
 - ii. Out of Pocket Expenses for travel (i.e., clerical processing, transportation, lodging, meals) and related project expenses
- b. Preferred Billing Arrangement

D. Evaluation Criteria

	<u>Weight</u>
Proposals will be evaluated based on:	
Company Background, Consultant Experience and References	28%
Contractor’s proposed approach to complete the Wage Comparability Study	50%
Proposed Cost	22%

E. Proposal Submission

- a. Prospective contractors shall submit proposals electronically to Bidsubmission@inspirecenters.org.



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Section III Proposal Submittal Requirements Cont.

Proposal Cover Sheet, complete and return with proposal.

Company Name

Address

Phone Number

Name, title, and email address of the person authorized by the organization to; contractually obligate the organization, negotiate on behalf of the organization, and to provide clarification to the proposal response.

Name and Title

E-mail Address

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

By responding to this request for proposal, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a proposal of award.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

Signature and Date



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Section IV General Requirements

This procurement will be conducted in accordance with the Inspire Development Centers (IDC) Procurement Policies and Procedures, OMB Circulars, and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of INSPIRE to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

Proposal Award

Proposals will be evaluated and selected based on proposed product, services, experience/qualifications, and cost.

Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in anyway affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents or find discrepancies in or omissions from this proposal document shall submit to IDC in a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.

Rejection of Proposals

IDC reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

Ownership of Proposals

All proposals and accompanying documentation become the property of IDC and will not be returned.



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Attachment A: Schedule of Active Job Descriptions

Job Code	Job	Job (Long)	Salary Grade Code
31	Human Resource Secretary	Human Resource Secretary	5
333	Center Admin Assistant	Center Administrative Assistant	6
350	Custodian	Custodian	4
351	Cook	Cook	4
353	Data Entry Clerk	Data Entry Clerk	5
354	Head Cook	Head Cook	5
356	Bus Driver/Custodian	Bus Driver/Custodian	7
357	Bus Driver	Bus Driver	7
359	Custodian/Maintenance	Custodian/Maintenance	5
366	School Readiness Liaison	School Readiness Liaison	8
367	Lead Preschool Teacher	Lead Preschool Teacher	6
369	Assistant Preschool Teach	Assistant Preschool Teacher	5
371	Infant Toddler Teacher	Infant Toddler Teacher	5
373	Classroom Aide	Classroom Aide	4
374	Classroom Aide/Bus	Classroom Aide/Bus	4
375	Center Manager	Center Manager	13
378	Family Advocate	Family Advocate	6
379	CDA Trainee	CDA Trainee	2
382	One-to-One Assistant	One-to-One Assistant	5
386	Regional Lead Bus Driver	Regional Lead Bus Driver	9
387	Temp Lead Preschool Teach	Temporary Lead Preschool Teacher	6
402	Accounts Payable Clerk	Accounts Payable Clerk	7
403	Purchasing/Inv Agent	Purchasing/Inventory Agent	7
410	Purchasing Inv Manager	Purchasing Inventory Manager	15
413	IS Manager	Information Systems Manager	16
414	Chief Financial Officer	Chief Financial Officer	18
415	Purchasing/Inv Specialist	Purchasing/Inventory Specialist	9
418	Accounting Supervisor	Accounting Supervisor	14
419	Payroll Supervisor	Payroll Supervisor	13
420	Senior Accountant	Senior Accountant	13
421	Contract & Purchasing Adm	Contract & Purchasing Administrator	11
444	Chief Executive Officer	Chief Executive Officer	19
445	IT Director	Information Technology Director	18
447	Executive Aide	Executive Aide	13
448	Network Support Tech	Network Support Technician	12
470	HR Specialist	Human Resources Specialist	10
478	HR Director	Human Resources Director	18
482	Senior HR Manager	Senior HR Manager	16
483	HR Representative	Human Resources Representative	8
484	Benefits Administrator	Benefits Administrator	11
487	HR Employee Relations Man	HR Employee Relations Manager	15



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488	HR Technology Manager	HR Technology Manager	15
490	HR Recruiting Manager	HR Recruiting Manager	15
491	HR Recruiting Specialist	HR Recruiting Specialist	10
492	HR Executive Assistant	HR Executive Assistant	10
493	Executive Assistant	Executive Assistant	11
494	Director of Grants Manage	Director of Grants Management	18
496	Payroll Specialist	Payroll Specialist	8
497	IT Support Technician 1	IT Support Technician 1	6
498	IT Support Technician 2	IT Support Technician 2	8
499	IT Support Technician 3	IT Support Technician 3	10
500	Director of Programs	Director of Programs	18
501	Program Support Manager	Program Support Manager	16
502	Regional Director	Regional Director	15
506	EL Mentor Coach	Early Learning Mentor Coach	9
507	Parent Governance Spec	Parent Governance Specialist	9
508	Trans/Facilities Manager	Transportation/Facilities Manager	15
509	Transportation Specialist	Transportation Specialist	9
510	Maintenance Supervisor	Maintenance Supervisor	11
512	Administrative Assistant	Administrative Assistant	6
515	Maintenance Lead	Maintenance Lead	9
531	Lead MHD Specialist	Lead Mental Health Disability Specialist	13
532	MHD Specialist	Mental Health Disabilities Specialist	9
533	Lead ECE Specialist	Lead ECE Specialist	12
534	ECE Specialist	ECE Specialist	9
535	Lead PFCE Specialist	Lead PFCE Specialist	12
536	PFCE Specialist	PFCE Specialist	9
537	Lead Health Specialist	Lead Health Specialist	14
538	Health Specialist	Health Specialist	8
539	Lead Nutrition Specialist	Lead Nutrition Specialist	12
540	Nutrition Assistant	Nutrition Assistant	6
541	ECE Database Specialist	ECE Database Specialist	10
561	MHD Compliance Specialist	MHD Compliance Specialist	9
564	Preschool Compliance Spec	Preschool Compliance Specialist	9
565	PDM Compliance Specialist	PDM Compliance Specialist	9
566	Health Nutrition Comp Spe	Health Nutrition Comp Specialist	9
569	EHS Home Educator	EHS Home Educator	6
571	Eng/Spn Translator/Interp	Eng/Spn Translator/Interpreter	10
574	ECE Exec Asst	ECE Executive Assistant	10
575	Risk & Safety Specialist	Risk & Safety Specialist	9
576	Regional Registered Nurse	Regional Registered Nurse	13
579	Home Educator Sub/Floater	Home Educator Substitute/Floater	6



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580	Compliance Manager	Compliance Manager	16
581	Licensed Practical Nurse	Licensed Practical Nurse LPN	9
583	Nutrition/Health Data Spe	Nutrition/Health Data Specialist	8
584	Lead ELMC Specialist	Lead Early Learning Mentor Coach Specialist	12
588	PFCE Compliance Specialis	PFCE Compliance Specialist	9
590	Lead ERSEA Specialist	Lead ERSEA Specialist	12
591	ERSEA Specialist	ERSEA Specialist	10
593	Maintenance II	Maintenance II	8
594	Program Intern	Program Intern	4

Total 91 Active Job Positions