



Prairie Band Potawatomi Nation
16281 Q Road, Mayetta, KS 66509
Phone: (785)966.4000 • Fax: (785)966.3062

PRAIRIE BAND POTAWATOMI NATION

16281 Q ROAD

MAYETTA, KS 66509

REQUEST FOR QUOTE/APPLICATION:

RFQ 2024-0015

**“Wage and Pay Scale Analysis for Prairie Band Potawatomi
Nation”**

QUOTE SUBMISSION DEADLINE:

November 22, 2024, by 3:00 PM (CST)

Late submissions will not be considered.

SUBMIT TO:

PBPN Procurement Office

Michael Tamez

michaeltamez@pbpnation.org

REQUEST FOR QUOTE (RFQ)

1. PURPOSE

The Prairie Band Potawatomi Nation is seeking a vendor to conduct a comprehensive wage and pay scale analysis to understand the impact of implementing a \$15 minimum wage on the Prairie Band Potawatomi Nation's overall compensation structure, including effects on employee pay equity, retention, recruitment, and financial sustainability.

2. SCOPE OF WORK

The position scope of work is in **Attachment "A"**

3. DUTY TO EXAMINE:

It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing (inquiries) and examine its Offer for accuracy before submitting an Offer. Lack of care in preparing an Offer shall not be grounds for modifying or withdrawing after the due date and time.

4. INSTRUCTIONS:

1. A pre-bid teleconference is scheduled for this solicitation.

Date: 11/7/2024

Time: 3:00 PM (CST)

Zoom: <https://us06web.zoom.us/j/83485930496?pwd=KR8b3PadBeX4apemQvAbr3RDxMbbvL1>

2. Questions may be submitted by e-mail to procurement@pbpnation.org
3. This Request for Quote is NOT a contract or a binding document.
4. The quote must be submitted by a person or officer who is authorized to submit such proposal on behalf of the responding entity.
5. Any changes to the quote after submission must be made by the respondent in writing and must be received by the Procurement Office prior to the closing date.
6. The PBPN reserves the right to reject all quote proposals. Responding to this request does not guarantee any bidder revenue regarding this Request for Quote.
7. It is the intent of this bid request to obtain competitive quotations for a comprehensive wage & pay scale analysis.
8. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be considered.

5. SUBMITTAL CONTENT

Proposal must be organized according to the mandatory sections listed below. Proposals that do not address all the mandatory sections listed below may be considered non-responsive and may not be evaluated. The proposal should be of sufficient length and details to demonstrate the offeror has a thorough understanding of the skills necessary to deliver the services requested.

1. Letter of Interest
2. Experience and Qualifications
3. Project Approach
4. Attachment B – Fee/Budget Proposal
5. Attachments C, D, & E
6. Submittal Certification Signature

6. SCORING AND EVALUATION

1. All submittals received by the submission deadline will be evaluated and scored by a committee according to price, qualifications, and criteria cited.
2. The PBPN may validate any information by using outside sources or materials.
3. All submittals must be emailed to procurement@pbpnation.org no later than **November 22, 2024 @ 3:00 PM (CST)**. Submittals received after the closing date will not be considered.
4. The bidder selected will be notified by phone or email once evaluations have been completed.
5. Any and all questions regarding this quote shall be directed to the email address listed above.

6. AWARD

The Selected contractor will commence service upon completion of the required PBPN Professional Goods and Services Contract.

1. Number and Types of Awards:

The PBPN reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is most advantageous to PBPN.

2. Contract Inception:

An Offer does not constitute a Contract, nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Offer is accepted in writing by the Procurement Office with the Finance and General Manager's signature on the Offer and Acceptance form. A notice of Award or of the intent to award shall not constitute acceptance of the Offer.

3. Effective Date:

The effective date of the Contract shall be the date that the PBPN Tribal Council sign the Offer and Acceptance or other official contract form, unless another date is specifically stated in the Contract.

CERTIFICATION:

By signing below, I certify that I am authorized to offer the items quoted at these prices, that the items comply with the specifications and requirements listed, or are insubstantial compliance thereto, and that I accept these terms and conditions.

Date

Signature:

Print Name:

Title:

Company Name:

Telephone:

Email:

ATTACHMENT “A”

SCOPE OF WORK

1. Project Overview

The goal of this project is to provide detailed insights into how adjusting the Prairie Band Potawatomi Nation’s pay scale to accommodate a \$15 minimum wage will affect various departments, positions, and overall operational costs. This analysis will identify gaps, equity issues, and recommend adjustments to ensure competitive and fair pay practices for all employees.

2. Key Tasks and Deliverables

Task 1: Data Collection and Review

- Collect internal data: Gather employee data, including job titles, current wages, years of service, education, and performance ratings.
- Benchmarking: Collect wage data for similar roles in the industry and other tribal governments to compare and determine market competitiveness.
- Deliverable: Database of current wages, job roles, and industry benchmarks.

Task 2: Current Pay Scale Analysis

- Analyze the current pay structure: Assess the existing pay scale for equity issues and compression risks (e.g., how a raise to \$15 might impact employees earning slightly more).
- Deliverable: Report identifying any pay inequities, wage compression risks, and overall structure.

Task 3: Scenario Analysis of \$15 Minimum Wage Implementation

- Model wage adjustments: Create models that simulate the impact of the \$15 minimum wage across all levels, including ripple effects on wages higher than \$15.
- Financial impact assessment: Estimate the total cost of implementing the new wage structure, including potential changes to benefits and overtime pay.
- Deliverable: Comprehensive scenario analysis report detailing the financial and operational impact of the \$15 wage adjustment.

Task 4: Recommendations for New Pay Structure

- Develop new pay scales: Recommend pay ranges for each job classification that reflect the \$15 minimum wage while maintaining equity and competitiveness.
- Propose salary adjustment methods: Outline strategies for adjusting wages for existing employees, such as phased implementation or immediate wage increases.
- Deliverable: Provide 2 to 3 options for wage adjustment and pay scale implementation strategies, including phased increases, immediate wage adjustments, or tiered wage structures based on seniority or job classification.

Task 5: Management Consultation

- Engage management: Present findings and recommendations to management to gather feedback and refine the pay scale structure.
- Deliverable: Summary of management feedback and any revisions to the recommendations.

3. Timeline

- Phase 1: Data Collection and Review: 1/31/25
- Phase 2: Current Pay Scale Analysis: 3/17/25
- Phase 3: Scenario Analysis: 4/25/25
- Phase 4: Recommendations: 5/19/25
- Phase 5: Management Consultation: 6/16/25

4. Responsibilities

- Consultant/Analyst: Conduct wage analysis, scenario modeling, and reporting.
- HR Department: Provide employee data and assist in understanding the current pay structure.
- Finance Department: Provide financial data and review budget impacts.
- Management: Review and provide feedback on the analysis and recommendations.

5. Expected Outcomes

- A clear understanding of the financial and operational impact of implementing a \$15 minimum wage within the Prairie Band Potawatomi Nation.
- A revised pay scale that promotes equity, competitiveness, and sustainability for employees and the organization.
- 2 to 3 options for wage adjustment implementation, allowing flexibility for the Prairie Band Potawatomi Nation to adopt the most suitable strategy.

6. Budget

To be determined based on the size and complexity of the analysis for the Prairie Band Potawatomi Nation with less than 400 employees.

ATTACHMENT “B”

BUDGET SHEET

Budget sheet including all prices, terms & conditions to be provided by the applicant as a **separate attachment.**

Attachment can be e-mailed to procurement@pbpnation.org by **11/22/2024 @ 3:00 PM (CST).**

ATTACHMENT "C"

DRUG FREE WORKPLACE CERTIFICATION

The undersigned hereby certifies to the Prairie Band Potawatomi Nation, subject to penalty for perjury pursuant to the laws of the Prairie Band Tribal Court, that the following is true and correct:

1. The undersigned is a duly authorized representative of the Contractor and, in that capacity, has executed this certification on behalf of the Contractor.
2. The Contractor, in accordance with Government Code Section 41 U.S.C. Code §8102, the Drug-Free Workplace Act of 1988, shall provide a drug-free workplace by doing all of the following:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition.
3. Establishing a drug-free awareness program to inform employees about all of the following:
 - a) The dangers of drug abuse in the workplace;
 - b) The person's or organization's policy of maintaining a drug-free workplace;
 - c) The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - d) The penalties that may be imposed upon employees for drug abuse violations.
4. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision
 - a) Above and that, as a condition of employment on the Project, the employee agrees to abide by the terms of the statement.
5. The Contractor hereby acknowledges and agrees that, if the District determines that the certification given herein is false or that the Contractor violated this certification by failing to implement the requirements of Government Code Section 41 U.S.C. Code §8102, the Contract shall be subject to termination, suspension of payments, or both, and the Contractor shall be subject to debarment in accordance with the requirements of Code Section 8102.

Signature Company Representative

Date

Print Name

Title

ATTACHMENT "D"

DISBARMENT DISCLOSURE

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the regulations implementing Executive Order 12499, Debarment and Suspension, 13 CFR part 145. The regulations were published as Part VII of the May 26, 1988 Federal register (Pages 1916-19211). Copies of the regulations are available for the local offices of the U.S. Small Business Administration.

1. The Prospective participant certifies to the best of its knowledge and belief that it and its principles:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not within a three (3) year period preceding this application Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective primary shall attach an explanation to this proposal.
3. I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Name of Authorized Representative

Title of Authorized Representative

Firm Name and Address

Date

PRAIRIE BAND POTAWATOMI TAX COMMISSION

16281 Q Rd.

Mayetta, KS 66509

Telephone: (785) 966-3998

taxcommission@pbnation.org

APPLICATION FOR TRIBAL BUSINESS LICENSE

Instructions: All information must be completed prior to license issuance. This application for the Prairie Band of Potawatomi Business License must be accompanied by the appropriate non-refundable application fee:

Temporary Business License	\$10.00	(4 days or less)
Seasonal Business License	\$25.00	(3 months or less)
Annual Business License	\$50.00	(Exceeding 3 months)
Annual Business License	Exempted	(Exceeding 3 months)

1. Business Name: _____

2. Location and Address of Business: _____

3. Owner's Name and Address: _____

4. Business Telephone: _____ Home Telephone: _____

5. Contact person's email address: _____

6. Last 4 digit's of Social Security/FEIN Number(s) of Owner(s): _____

7. Nature of Business (Check Type):

Retail Goods	_____	Retail Services	_____
Wholesaler	_____	Manufacturer	_____
Utility	_____	Food Vendor	_____
		Contractor	_____
		Other	_____

8. Description of the Type of Business: _____

9. Food Vendors only – Effective 7/1/2017: Persons that produce or sell food sold directly to the end consumer, must submit proof of training, within the past 2 years, in basic food handling principles that is accredited and certified by the American National Standards Institute (ANSI) or ServSafe. Free On-line course link: <https://www.ihf.gov/foodhandler>.

• Must provide proof of completion of this training with your Application for a Tribal Business license.

10. Is this a new business? Yes _____ No _____ If yes, Date you will begin business: _____

11. Will there be more than one business location on the Reservation? Yes _____ No _____

I certify that I am a duly authorized owner, partner, director, officer or representative of the applicant and that the statements made herein are true and correct to the best of my knowledge. I further agree on behalf of the applicant to be bound by and comply with all laws of the Prairie Band Potawatomi Nation and do hereby consensually submit to the jurisdiction of the Prairie Band Potawatomi Nation.

I agree to submit regular Sales Revenue reports, as requested by the PBPNT Tax Commission Office.

Signature _____

Date _____

Printed Name _____

Title _____

*Non-refundable Application Fee must be submitted with application along. Make checks payable to the Prairie Band Potawatomi Tax Commission.

Revised-Approved 9/15/22

Office Use Only: Completed Application: _____ Application Fee: _____ Food Vendor: Proof of Basic Food Handling Training: _____