



**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
COMPENSATION & BENEFITS EVALUATION SERVICES  
PROJECT #2025.2 - COMPENSATION & BENEFITS EVALUATION SERVICES**

**Issue Date:** September 24, 2025

**Proposal Due Date:** October 24, 2025

**Proposal Direct To:** Beach Cities Health District

**Submit Proposal To:** Megan Vixie, email address: [Megan.Vixie@bchd.org](mailto:Megan.Vixie@bchd.org)

**Number of Proposal Copies:** 1 Electronic Copy

Complete the section below and include with submission documents. By signature hereto, the Respondent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name of Firm:	
Address of Firm:	
Contact Name:	
Title:	
Signature:	
Date:	
Phone #:	
Federal Emp. ID#:	
Email Address:	



**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
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## INTRODUCTION

Beach Cities Health District (BCHD, the District) invites qualified professionals or firms to submit qualifications and proposals for **Compensation and Benefits Evaluation Services** to support a comprehensive review and redesign of the District's compensation structure and analysis of its current benefits package. BCHD is seeking a consultant with extensive experience in compensation studies, classification structures, and benefits analysis. The selected consultant will evaluate BCHD's current benchmark positions and benefits package against comparable organizations, and recommend an equitable, competitive, and sustainable compensation structure that aligns with BCHD's strategic goals and commitment to being an employer of choice.

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## SECTION 1: GENERAL INFORMATION

### 1.1 Purpose

The intent of this Request for Proposals (RFP) is to identify a Compensation & Benefits Evaluation Service to support a comprehensive review and redesign of the District's compensation structure and benefits package.

### 1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

*To optimize health for our Beach Cities community through innovative and inclusive programs, partnerships and spaces.*

A tax-free public agency, BCHD spends over \$10 million annually in service provisions to the residents.

### 1.3 Project Background & Timeline

BCHD recognizes the importance of maintaining a fair, competitive, and sustainable compensation and benefits program that reflects both market realities and internal equity. BCHD's workforce is diverse, encompassing roles across administration, public health programming, operations, facilities, and specialized health and wellness services.

BCHD's current compensation structure has evolved over time and requires a comprehensive evaluation to ensure alignment with industry standards, public sector best practices, and the District's strategic vision. This study will assess all existing job classifications, review compensation philosophy, conduct a benefits analysis, analyze internal equity and market competitiveness, and provide recommendations for pay ranges, progression, and long-term sustainability.

Project must be completed no later than March 15, 2026.

### 1.4 Point of Contact and Issuing Office



All inquiries and proposal submissions shall be directed to:

Megan Vixie  
Chief Engagement Officer  
[megan.vixie@bchd.org](mailto:megan.vixie@bchd.org)

No later than the stipulated due date, responses to this RFP must be delivered to the Point of Contact. All questions and requests for additional information must be in writing and received through the Point of Contact. Email also is acceptable.

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## **SECTION 2: SCOPE OF SERVICES**

### **2.1 Scope of Work**

BCHD is seeking services of a consultant to evaluate and redesign its compensation program. The consultant will:

- Review BCHD's existing compensation and benefits structure and recommend updates.
- Identify comparable organizations and competitive labor markets.
- Conduct job audits and/or interviews.
- Analyze current compensation and benefits programs for internal equity, market competitiveness, and alignment with BCHD's goals.
- Develop a classification structure with recommended assignments for all positions.
- Recommend compensation levels, range spreads, and placement based on market surveys.
- Compare BCHD's benefits package to that of comparable organizations and competitive labor markets
- Provide written reports and present findings to key stakeholders.
- Propose an implementation plan and sustainability framework (3-year outlook).
- Provide guidelines for future position evaluations and market adjustments

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## **SECTION 3: PROPOSAL REQUIREMENTS**

To be considered, qualified professionals or firms will provide a complete response (maximum of 50 pages) to this Request for Proposal (RFP) using the format outlined below. Proposals by a joint team or a prime/subcontractor team shall list the full names and addresses of all team members and the proposed relationship/role of each.

### **3.1 Letter of Transmittal**

The prospective proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Consultant contractually.

### **3.2 Qualifications and Experience of Firm, Including Subcontractors**



The Consultant shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc. for individual employees of the Vendor or Subcontractor may be supplied.

The firm should have a minimum of 5 years of experience providing Compensation & Benefits Evaluation Services.

The Consultant shall designate a project team comprised of experienced professional and technical staff to competently and efficiently perform the work with their own personnel, Subcontractors, or commitment to hire additional staff. The response shall identify the project team composition, project leadership (i.e. principle, project manager), reporting responsibilities, and address how Subcontractors will fit into the management structure. As a minimum, the principle in charge and manager shall be designated. Other key personnel may also be designated. The manager must have adequate experience in managing services of similar nature and scope.

Prior experience consulting with organizations whose positions draw from blended-industry organizations (e.g. private sector, government, fitness industry).

### **3.3 Fee Proposal and Work Plan**

Consultant will propose their Work Plan, a timeline for deliverables, total cost, including a fee breakdown of hourly rates, recommended hours for all required work, and any reimbursable expenses to provide BCHD with the described compensation evaluation services.

### **3.4 Required Disclosures**

In addition to all other requests listed in Section 3 of this RFP, Vendors responding to this RFP will provide the following disclosure:

A disclosure of the Consultants name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the Consultant and the names of key officers and directors of the Consultant. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by Consultant/ or Subcontractors responding to this RFP.

### **3.5 Generative Artificial Intelligence Technology Use and Reporting**

1. Beach Cities Health District seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.
2. Bidder / Offeror must notify the Beach Cities Health District in writing if it:
  - A) intends to provide GenAI as a deliverable to Beach Cities Health District;  
or
  - B) intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts:
    - 1) functionality of a Beach Cities Health District system,
    - 2) risk to the Beach Cities Health District, or
    - 3) contract performance.



### 3.6 Insurance Requirements

Please attach copies of all applicable proof of insurance as described below that qualifies you to provide the service requested.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following as applicable:

- Comprehensive Public/General Liability \$1,000,000 per occurrence
- Worker's Compensation per California Requirements
- Comprehensive Automobile Liability \$1,000,000 per occurrence
- Professional Liability Insurance \$1,000,000 per occurrence
- Beach Cities Health District to be named as additional insured on Comprehensive General Liability insurance.

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## SECTION 4: SUMMARY OF KEY DATES

### 4.1 Key Dates

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates.

Public Notice – RFP issued	September 29, 2025
RFP responses due by 5:00 P.M.	October 24, 2025
Responses reviewed	October 27-31, 2025
Interviews conducted (if required)	October 27- November 7, 2025
Respondent Notifications by	November 20, 2025

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## SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

### 5.1 Evaluation Criteria & Award Notice

BCHD staff will review the responses. Responses will be received and evaluated on the understanding that the Consultant accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Consultant and its representatives to meet the specified scope of service requirements contained in this RFP.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFP. Additional significant consideration will be given to the quality and comprehensiveness of each Consultants response to this RFP and to the compensation schedule submitted.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Consultant in any manner necessary to serve the best interests of BCHD. Consultants may be strictly held to the terms submitted in their responses as maximums, but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Consultant, and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFP and the Consultant will be expected



to sign a contract with BCHD, consistent with the RFP, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFP at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Consultant to supply Compensation & Benefits Evaluation Services that BCHD has a right to expect from a Consultant with a good reputation. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFP will solely be conducted through the Consultants point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1