

DECISION PAPER



February 13, 2017

Consultant Recommendations for Compensation Study

Issue: The Finance Committee Subcommittee for the Compensation Study, has completed their search for a consulting firm to conduct a compensation study for the top five highest paid positions within the Tahoe Donner Association. Below are the two consulting firms that received Requests for Proposals and are being presented to Board of Directors as considerations for a consulting firm to conduct the compensation study.

1. Wilcox Miller & Nelson



wilcox
miller
nelson

The firm has been shaped by our commitment to community service and a legacy of business excellence, including expertise attained as executive search consultants for top senior-level executives and managers in some of the West Coast's most successful organizations. WMN offers big executive search firm recruitment expertise with a high touch, small firm customer focus. Our business model allows us to spend more time getting to know each client, their culture, and strategic leadership development needs. Our relationship-based, consultative approach produces superior results. <http://www.wilcoxcareer.com/>.

2. Romanoff Consulting



Romanoff Consulting
A Professional Services Firm

Kent Romanoff brings to his consulting practice 30 years of management consulting experience — seven years at a senior level with a large international firm and over 20 years running his own firm. He has served over 175 clients in all areas of compensation design, employee motivation and reward, strategy development and implementation, and organizational effectiveness. Kent consults in all industry sectors including Manufacturing, Finance, High Technology, Food & Agriculture, Transportation, and Health Care. <http://www.romanoffconsulting.com/home.html>

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Options

1. Hire Wilcox Miller & Nelson to complete the compensation study project.
2. Hire Romanoff Consulting to complete the compensation study project.
3. Continue search for a consulting firm to complete the compensation study project.

Prepared By: Art King

Board Meeting Date: February 16, 2017



TAHOE DONNER ASSOCIATION
Request for Proposal
Compensation Study
January 12, 2017

It is the desire and intent of Tahoe Donner Association to contract for a Compensation Study to determine the range of fair and competitive compensation and the components of the compensation packages for the five identified positions, based on job responsibilities, experience, regional cost of living and type of industry.

Prospective firms should be aware that in evaluating proposals, the Association will consider;

- Conforming and competitive price
- Ability to perform work within the proposed schedule
- Reputation of company

Bids must be submitted from firms appropriately licensed for work in the State of California.

Prospective firms will complete answers to the questions outlined in the Submittal Requirements section of this Request for Proposal.

Proposals must address the requirements of all items in the scope of the services section in this document. Proposals are to provide a scope of work including a time line for completion. Provide a range of fees for the services identified in your scope of work. Provide a draft contract applicable to a project such as this.

Each firm must provide a list of references where similar services have been performed. Include names of the organizations and telephone numbers of the individuals who can be contacted with regard to the services you have provided. Demonstrate an understanding and an extent of the work to be performed. Please indicate features, skills or services that distinguish your firm, making it the ideal choice for this Study.

Please contact Art King, Chairman of the Tahoe Donner Finance Committee with any questions. Phone 425-890-1660; email aiking156@att.net. Firms who are interested and able to provide a proposal for this work, are requested to notify Mr. King by January 26, 2017. **Bids are due no later than February 2nd, 2017.** Bids can be mailed, emailed or hand-delivered to:

Tahoe Donner Association
Attn: Art King, Chairman
Finance Committee



11509 Northwoods Boulevard
Truckee, California 96161

The firm understands that the Association reserves the right to reject any or all proposals without notice or cause. The Association reserves the right to solicit and accept additional proposals at its sole discretion.

During the selection process, the Association may request any or all firms to make oral presentations. Such presentations will provide the opportunity for firms to answer any questions the Association may have in regards to their proposal. The Association reserves the right to request additional information or clarifications from any proposer, or to allow corrections of errors or omissions during the selection process.

By submitting a proposal, each firm declares and warrants that no undue influence or pressure will be or has been used against or in concert with any director, officer or employee of the Tahoe Donner Association in connection with the award of any contract or the terms of this Request for Proposal, including any method of coercion, confidential financial arrangement or financial inducement; and that no director, officer or employee of the Association will receive compensation directly or indirectly from the firm or any officer, employee or agent of the firm, in connection with an award under this Request for Proposal.

Invitation to Bid

A. PROJECT NAME: Compensation Study

B. PROJECT LOCATION: 11509 Northwoods Boulevard, Truckee, CA 96161

C. SCOPE OF SERVICES:

The scope of services requested is described below:

Determine the range of fair and competitive compensation and the components of the compensation packages for the five identified positions, based on job responsibilities, experience, regional cost of living and type of industry. The five positions included in this study are as follows: General Manager, Director of Capital Projects, Director of Operations, Information Technology Manager, and Director of Finance and Accounting.

We expect the project may include:

- Meeting with the committee responsible for this project to discuss expectations and answer questions;



- Meeting with some or all of the people currently holding these positions to get an understanding of the Tahoe Donner Association and the individual job responsibilities;
- Meeting with the Committee and/or the Tahoe Donner Board of Directors to discuss findings;
- Attending a regularly scheduled Tahoe Donner Board of Directors meeting to present final report.

PROJECT SCHEDULE:

We would like this study completed by March 31, 2017.

INFORMATION PROVIDED BY THE TAHOE DONNER ASSOCIATION TO THE INTERESTED PROPOSER:

The Tahoe Donner Association will provide the following information to the selected Firm:

- Detailed description of the current depth of activities of the Tahoe Donner Association.
- Current job description of each of the five positions included in this study.

FINAL DOCUMENTS SUBMITTAL REQUIREMENTS:

The Firm is to complete the information below or submit, as an equal, an office brochure inclusive of items A – E:

- (A) Name of firm, address and telephone number(s);
- (B) Year established;
- (C) Present size of firm;
- (D) List the name(s) and qualifications of the person(s) who will be the key contact(s) and manage this project;
- (E) Schedule: Submit in narrative form, your firm's assessment of proposed schedule;
- (F) List any similar or comparable projects that the firm has completed.