

# **Request for Proposal**

## **Compensation Review Consultant**

**Proposal Due Date: September 26, 2025**

## **About Campaign Legal Center**

Campaign Legal Center (CLC) is a nonpartisan organization dedicated to advancing democracy through law and fighting for every American's right to participate in the democratic process. CLC uses litigation, policy advocacy, communications, and partnerships to win victories that result in a more transparent, accountable, and inclusive democracy. Our long-term goal is a government responsive to the people. For more information, visit us online at [campaignlegal.org](https://campaignlegal.org).

## **Scope of Work and Deliverables**

CLC seeks a qualified consultant to conduct a comprehensive compensation review to ensure that our compensation practices are competitive, equitable, and aligned with our mission and values. The consultant will:

- Gain familiarity with CLC's mission, operations, and staffing structure, including through interviews with organizational leaders and the Employee Engagement Committee.
- Review existing job descriptions, salary structures, and benefits.

## **Written Report & Recommendations**

The report should include:

- Compensation Package Review: Assessment of salaries, benefits, retirement plan, and paid time off.
- Geographic Differentials: Analysis of compensation adjustments across locations.
- Salary Level Changes: Recommendations regarding our current salary levels – particularly experience levels, progression, and creation of roles (e.g., assistant director).

- Grant/Contingency Hiring: Guidance on structuring compensation for grant-funded or temporary positions.
- Job Description Updates: Suggested revisions to ensure clarity, consistency, and alignment with market standards.
- Comparator Organizations: Benchmarking against peer nonprofits and relevant comparator organizations.
- Employee Engagement Committee Involvement: Recommendations for incorporating staff voice into this compensation review and our compensation practices and updates.

#### **Presentations**

- Conduct two presentations (one with our executive team, one for all staff) to share findings, recommendations, and answer questions.

### **Consultant Qualifications**

- Demonstrated expertise in compensation analysis, preferably in the nonprofit or legal sector.
- Familiarity with geographic pay differentials and nonprofit comparator organizations.
- Experience developing salary structures, benefits assessments, and job description frameworks.
- Strong written and verbal communication skills.
- Demonstrated ability to facilitate staff engagement and incorporate DEI principles into compensation design.

### **Timeline**

CLC will accept proposals until September 26. Proposals will be reviewed on a rolling basis, with the intention of selecting a consultant within 2–3 weeks of the due date.

### **Budget**

CLC has budgeted \$30,000–\$40,000 for this project.

## Evaluation Criteria

Proposals will be evaluated based on:

- Overall proposal suitability.
- Knowledge of CLC's mission, vision, values, and issue areas.
- Quality of prior relevant experience with similar organizations.
- Ability to complete work within the proposed timeframe.
- Price, payment terms, and ability to work within budget.
- Ability to accept the terms of CLC's standard contract for professional services.
- Please include consultant bios and references in your proposal.

Consistent with our Diversity, Equity, and Inclusion (DEI) goals, CLC encourages bids from small businesses, service-disabled veteran-owned, minority-owned, and woman-owned firms.

## Contact Information

Please send proposals or questions regarding this RFP to CLC's Human Resources Department at [hr@campaignlegalcenter.org](mailto:hr@campaignlegalcenter.org). We are pleased to answer any questions your organization may have prior to you submitting your proposal.