Advance Central PA
Linking People & Business

REQUEST FOR PROPOSAL FOR SALARY SCALE AND COMPENSATION REVIEW

Request for Proposals for the Central Region

Centre · Clinton · Columbia · Lycoming · Mifflin · Montour · Northumberland · Snyder · Union

Issue Date: November 20, 2026
Submission Deadline: December 16, 2026

Advance Central PA is an equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Program funded with 100% federal dollars. For more information, visit: https://advancecentralpa.org/about-us/public-notices/

The enclosed specifications may be modified as required per the United States Department of Labor, the Pennsylvania Department of Labor and Industry, the PA Department of Human Services, the Advance Central PA Workforce Development Board or Local Elected Officials Board without prior notice to Proposers.

Table of Contents

RFP Summary and Timeline 3
Section 1: The Opportunity 4
1.1 Background 4
1.2 Objective 4
1.3 Award Terms 4
Section 2: Scope of Work 5
Section 3: RFP Process and Submittal Instructions 5
3.1 Eligible Applicants 5
3.2 Timeline 5
3.3 Technical Assistance 6
3.4 Proposal Content 6
3.5 Submission Instructions 6
Section 4: Selection and Award Process 6
4.1 Review Process 6
4.2 Evaluation Criteria 7
Section 5: Disclaimer 7

RFP Summary and Timeline

Advance Central PA seeks proposals from qualified human resources and compensation consulting firms to conduct a comprehensive review of our current salary structure. The goal is to ensure external market competitiveness and fiscal sustainability.	
RFP Issue Date	November 20, 2026
Deadline for Questions	December 1, 2026 Email to: emulberger@advancecentralpa.org
Answers Posted	December 7, 2026 at www.AdvanceCentralPA.org
Proposals Due	**December 16, 2026, 4:00 p.m. EST**
Proposal Submission Process	Use the templates provided and refer to the checklist, including submittal of the proposal in PDF format. Do not submit attachments that are not requested. Email to: emulberger@advancecentalpa.org
RFP Website	www.AdvanceCentralPA.org
RFP Official Contact	Erica Mulberger, Advance Central PA Executive Director
Notification on Status of Proposals	December 30, 2026
Anticipated Contract Begin Date	January 5, 2027
Anticipated Final Report Due	February 12, 2027

Section 1: The Opportunity

1.1 Background

Central Pennsylvania Workforce Development Corporation (CPWDC), doing business as Advance Central PA, is a 501(c)3 nonprofit organization formed in 1999 and is a local Workforce Development Board (WDB) authorized under the Workforce Innovation and Opportunity Act of 2014. The Central Region Local Workforce Area includes **Centre, Clinton, Columbia, Lycoming, Montour, Mifflin, Northumberland, Snyder and Union counties** (referred to as Central Region).

Designated as a WDB, Advance Central PA is the grant recipient and administrator of these and other employment and training funds received for programs operated throughout the Central Region. Advance Central PA has a federal mandate to be the lead organization for workforce development planning and to arrange for a system of service delivery that meets the workforce needs of job seekers, youth, and businesses alike. Advance Central PA is responsible for developing and implementing strategies around a broad workforce development agenda. Advance Central PA's diverse partners in the workforce development system range from public agencies to private and non-profit businesses, to education and training providers, including secondary schools, to community and economic development partnerships, to job seekers using the PA CareerLink® system, and young people.

Advance Central PA is governed by a private-sector led Workforce Development Board (WDB) representing diverse sectors in business, labor, community development, and education. Further, one commissioner from each of the nine counties in the Central Region serves on the Local Elected Officials Board (LEO) with specific governance and oversight. All are dedicated to increasing the quality and accessibility of services for businesses, job seekers, and young people.

The WDB guides and directs PA CareerLink® operations and ensures high-quality services to all customers.

Advance Central PA staff is currently comprised of fourteen (14) professional full-time employees in nine (9) job classifications. Staff perform various functions to support the policy, fiscal, oversight and strategic activities related to over $11.7 million in workforce funding flowing through the region via the Advance Central PA Workforce Development Board and six PA CareerLink® offices. A copy of the current positions with a brief description for each is included in **Attachment A**.

Advance Central PA is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

1.2 Objective

Advance Central PA seeks proposals from qualified human resources and compensation consulting firms to conduct a comprehensive review of our current salary structure. The goal is to ensure external market competitiveness and fiscal sustainability.

1.3 Award Terms

Number of Contracts

Advance Central PA competitively seeks one qualified consultant to complete the scope of work.

Contracting Period

Funds released through this RFP will be contracted to provide services with an anticipated contract start date of January 5, 2027 with an anticipated project completion of February 12, 2027 or the date negotiated with the successful respondent.

Adherence to Federal, State, and Local Policy

By submitting a proposal, an organization agrees that they must adhere to any and all Federal, State, and Advance Central PA policy changes.

Section 2: Scope of Work

The selected consultant will be expected to perform the following core tasks:

1. **Market Pricing / Salary Survey:** Conduct a benchmark compensation survey against relevant peer organizations, geographic markets, and industries using not only job titles, but duties and responsibilities based upon the classification specifications from Advance Central PA.
    - Recommend a salary range to each classification which reflects the results of the market survey and the analysis of organizational value of positions.
    - Present data-driven rationale for recommendation in written report, present findings orally and thoroughly defend all challenges to the survey.
2. **Total Compensation Analysis:** Review benefits alongside base pay to provide a holistic view of total rewards.
    - Conduct a total compensation analysis to provide Advance Central PA with an accurate assessment of how its compensation plan compares with the labor market. The total compensation analysis includes the employer cost for pay and benefits including but not limited to base salary, cash supplements, retirement, and medical and other insurance benefits.
3. **Implementation Strategy:** Provide cost impact analyses and transition recommendations for moving to the updated salary scale and aligning other benefits with the market, as necessary.

Final Reports and Presentation: Results must be presented with data-driven rationale for recommendations and provided in written format which may include Excel files, Word Document, and/PDF Format.

- Selected consultant must be available to present results and meet virtually with Advance Central PA's Personnel Committee.

Changes in scope may be necessary in order to allow the selected respondent to meet the contractual project scope within available funding. Proposals submitted in response to this RFP may provide recommended changes to the scope of work or other suggestions that will reduce costs while maintaining or enhancing the final deliverables. However, respondents should provide a response to this RFP fully in compliance with the defined scope of work. Advance Central PA may or may not, at its sole discretion, accept any suggestions.

Section 3: RFP Process and Submittal Instructions

3.1 Eligible Applicants

Eligible applicants must have a minimum of five (5) years' experience in providing human resources services and consultation and, if applicable, must maintain current certifications related to human resources services.

3.2 Timeline

Please see **RFP Summary and Timeline** on page 3. Proposals are due no later than 4:00 p.m. EST on December 16, 2026.

3.3 Technical Assistance

Technical Assistance will be provided through a written question and answer format. Applicants will be given an opportunity to identify specific questions and submit them in writing to Advance Central PA via email only. Questions must be emailed to:

Erica Mulberger, Executive Director: emulberger@advancecentralpa.org

Answers to submitted questions will be posted on www.AdvanceCentralPA.org by December 4, 2026. Consistent with strict procurement policies, Advance Central PA will provide no technical or program assistance to individual proposers. Advance Central PA reserves the right to decline a response to any questions if, in Advance Central PA's assessment, the information cannot be obtained and shared with all the potential bidders in a timely manner or if the information cannot be released until after selecting the consultant.

See **RFP Summary and Timeline** on page 3 for more information.

3.4 Proposal Content

Responses must be submitted using the provided templates. Do not submit attachments that are not specifically requested. Do not include links to external information. Do not exceed stated page limitations; pages in excess of the limitation will not be reviewed.

Checklist

A checklist is provided within the template. Complete it to be sure you are submitting all required materials. Do not submit materials or attachments that are not requested.

3.5 Submission Instructions

Proposals **saved as a PDF** (not scanned) or Microsoft Word document, must be submitted electronically to: emulberger@advancecentralpa.org with the following subject line: **RE: Proposal for Salary and Compensation Review**

Late submissions will not be considered.

Section 4: Selection and Award Process

Advance Central PA procurement processes are compliant with all federal and state regulations.

4.1 Review Process

The review process includes the following steps.

Stage 1: Advance Central PA staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria.

Stage 2: Proposals that have met the minimum criteria will then be reviewed and ranked by an Evaluation Committee comprised of members who have no fiduciary interest in competing for the contract being procured.

Stage 3: The recommendations of the Evaluation Committee will be presented to the Advance Central PA Personnel Committee for approval.

Contracts will be issued directly to the selected provider by Advance Central PA. It is anticipated that a cost reimbursement contract will be awarded as a result of this RFP solicitation; provider will be reimbursed actual, allowable costs.

4.2 Evaluation Criteria

Evaluation Criterion	Points	The Highest Scoring Proposals will Reflect the Following
Organizational Qualifications, Relevant Experience, and Capacity	15 Points	• Sufficient overview of the organization and clear alignment of qualifications with the scope of work. Adequate demonstration of why the organization is the best to complete project. There is evidence of substantive knowledge, understanding, and experience. • References are those who can attest to work and deliverables similar in scope to this RFP.
Staffing and Technical Capacity	15 Points	• The team overview is clearly described as sufficient in meeting the required deliverables. Staff have the professional skillset to complete all tasks. Qualifications of key staff positions are clearly aligned with project outcomes and goals. Bios and key qualifications align with the scope of work.
Methodology	30 Points	• There is a detailed and sufficient overview of the approach respondent will take with each of the three main components in the scope of work. • Methodology, data sources, and tools are adequately documented. • Key activities and deliverables demonstrate understanding of the scope of the project.
Project Schedule	30 Points	• There is a clear plan and timeline for completing each of the milestones within the scope of work with detail to understand when deliverables should be expected. • The timeline adequately allots time for review and feedback. • The proposed timeline is realistic for the scope of work.
Budget	30 points	• Proposed budget includes sufficient detail that supports the stated objectives and activities and is reasonable. • Budget narrative includes project assumptions that influence cost.
Total Points Possible	120 points	

Section 5: Disclaimer

Advance Central PA reserves the right to cancel or modify this request for proposal or the scope or funding of an approved program to any extent necessary to ensure compliance with state and/or federal guidelines or if available funding is impacted due to the federal and/or state budget appropriations. All successful proposers must demonstrate the capability to modify the program design in order to comply with new regulations and/or changes to available funds, and by submitting a proposal, agree to do so.

Advance Central PA may, at its discretion, request presentations by, or meetings with, any or all respondents, to clarify or negotiate modifications to the respondent's proposal. However, Advance Central PA reserves the right to make an award without further discussion of the proposals submitted.

Advance Central PA may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of Advance Central PA, the services proposed are not needed, or the costs

are higher than Advance Central PA finds reasonable in relation to the overall funds available, or if past management concerns lead Advance Central PA to believe that the respondent has undertaken more services than it can reasonably provide.

Advance Central PA reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with respondents. A contract for the accepted proposal will be based upon the factors described in this RFP.

Advance Central PA has the right to fund a lower ranked proposal over a high ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources and target populations.

Providers will allow local, state and federal representatives access to all program records, program materials, staff and participants. In addition, providers are required to maintain all program records for three years after Advance Central PA submits the final expenditure report to the US Department of Labor.

Advance Central PA reserves the right to determine both the number and funding levels of contracts financially awarded. Such determination will depend upon overall fund availability and other factors arising during the review process. Proposals submitted which are over the maximum amount of funds specified for this RFP will be rejected.

Advance Central PA is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

This RFP is being solicited based on available funds.

Materials submitted with the proposal, and the proposal itself, become the property of the Advance Central PA and will not be returned.

Advance Central PA must comply with Pennsylvania's Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.

All proposals submitted will receive a response as to the action taken by the Advance Central PA. Respondents may request a briefing on the action taken on the proposal.

The submission of a proposal to the Advance Central PA does not assure or imply an award of a contract to the firm submitting the proposal. Advance Central PA reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

Attachment A- Staff List

Policy and Management

Supporting the Workforce Development Board, Executive Committee, Governance Committee, Personnel Committee and Local Elected Official Board

Executive Director: Responsible for overall management of Advance Central PA including finance, operations, policy and projects. Reports to the Chair of the Workforce Development Board.

Office/Board Coordinator: Responsible for administrative support for Advance Central PA and all committees; assists with accounts payable and receivable. Reports to the Executive Director.

Finance Department

Supporting the Executive Committee, Audit/Finance Committee and Local Elected Official Board

Finance Manager: Responsible for management, supervision and reporting of financial resources for Advance Central PA; budgeting, fiscal related policy and procedure, oversight of contracts and subcontractors and property management. Reports to the Executive Director.

Accounting Coordinator: Responsible for bookkeeping and accounting activity, payroll, accounts payable and receivable and electronic fund management. Reports to the Finance Manager.

Fiscal Coordinator: Responsible for providing direct support relating to: contracting; procurement; inventory; database management and oversight of management information systems, and operational functions. Reports to Finance Manager.

Operations Department

Supporting the Executive Committee, Employer Strategies Committee, Local Elected Official Board, EARN Committee, Policy & Performance Committee and Youth Committee

Assistant Director: Responsible for policy and program management and oversight for EARN, WIOA, and other workforce programs in the PA CareerLink® sites. Reports to the Executive Director.

Youth Programs Coordinator: Responsible for policy and program support for WIOA In-School Youth and Out-of-School Youth programs, TANF Youth programs and other youth initiatives in the PA CareerLink® sites and schools. Reports to the Assistant Director.

Business Engagement Coordinator: Responsible for policy and program support focusing on business as the primary customer. Oversees industry cluster activities and special grants that are obtained which involve local employers. Reports to the Assistant Director.

Adult Programs Coordinator: Responsible for policy and program support for WIOA Adult and Dislocated Worker programs and Department of Human Services EARN programs in the PA CareerLink® sites. Reports to the Assistant Director.

Compliance Monitor: Responsible for monitoring PA CareerLink® sites and programs including but not limited to WIOA Title I Adult, Dislocated Worker and Youth and EARN programs. Reports to the Assistant Director.

Research & Grants Coordinator: Responsible for performing industry cluster and labor market research for Advance Central PA and supporting project partners and utilizing this information to help write and coordinate grant implementation. Reports to the Assistant Director.

Communications Coordinator: Responsible for outreach strategy and implementation with a goal of increasing the public's awareness of the public workforce network and use of the PA CareerLink®. Reports to the Assistant Director.

PA CareerLink® Offices

PA CareerLink® Administrator: Responsible for managing and coordinating the daily functions and operations of PA CareerLink® sites to ensure compliance and alignment with certification requirements, the State Workforce Plan, Advance Central PA's Local and Regional Plans, and all agreements and policies. Functionally supervised by the PA CareerLink® Operator with Advance Central PA as the employer of record.