

COMPENSATION STUDY

REQUEST FOR PROPOSAL

Background Information: Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1st through 12th grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 320 students from the Greater Philadelphia region, Delaware and New Jersey.

Considerations: Girard College is seeking a consultant to conduct a compensation study for all staff positions. The goal of the compensation study is to benchmark our current salary and wages in the market. Girard College conducted a compensation study last in 2019. There are 190 positions in 119 unique positions at Girard College (list follows).

RFP Selection Timetable:

- November 15, 2024—RFP posted
- December 19, 2024 –Responses to RFP Deadline
- December 27, 2024—The College notifies firms to schedule presentations
- January 6– 9, 2025—Presentations from selected firms
- January 15, 2025—Final selected firm is notified
- February 2025—Project Launch
- April/May 2025—Formal presentation made to President, Vice President, and Girard College committee

Process:

Proposal Format and Requirements: Please address the following topics in order in a written proposal. You may submit additional information on your firm, but only the proposal itself will be submitted initially to the Selection Committee. Other material will be supplied at their request.

Firm Capabilities:

- Services provided by your firm relative to a compensation study.
- What other resources does your firm have available (either through other staff or affiliations with others)?
- Experience with similar projects (size, type of organization, size of community, etc.
- Firm’s Compensation Study: Describe your compensation study process.
- What are your expectations of the coordinating staff at Girard College?
- What will you charge to perform this compensation study?
- If we select you, what will your first step be?

Track Record and References:

- Please provide us with a complete client list.
- Are you presently doing any work in the area? If so, who and where?
- What makes your firm “right” for us, and better than other firms/individuals we could select?

Proposals are due no later than 4 pm on Thursday, December 19, 2024 (Proposal window closed.)

Proposals to be submitted electronically to: Zoë Rankin, Strategic Advisor to the President and Clarena Tolson, Vice President (zrankin@girardcollege.edu and ctolson@girardcollege.edu) . All questions must be submitted by email to zrankin@girardcollege.edu.

List of titles

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|-------------------------------------------------|--------------------------------------|
| Residential Advisor - Element | Math Teacher - High School |
| Residential Advisor - High School | Math/Science Teacher |
| Residential Advisor Overnight Shift | Middle School Art Teacher |
| Residential Advisor Weekend Overnight Part Time | Music Teacher - Elementary |
| Residential Advisor Weekend Shift Part Time | Music Teacher - High School |
| 2nd - 5th Grade Homeroom Teacher | Phys Ed/Health Teacher |
| Academic Counselor | Reading Interventionist |
| Art Teacher - Elementary | Science Teacher - Elementary |
| Art Teacher - High School | Science Teacher - High School |
| College & Career Advisor | Science Teacher Middle Grades |
| Elementary Teacher | Social Studies Teacher - Elementary |
| French Teacher | Social Studies Teacher - High School |
| French/Spanish Teacher | Spanish Teacher |
| Language Arts Teacher - Elementary | Spanish Teacher Middle School |
| Language Arts Teacher - High School | |
| Library Science Teacher | Cleaning Aide I |
| Math Interventionist | Cleaning Aide II |
| Math Teacher - Elementary | Work Lead Kit Laund Hkpg |

Laundry Services Work Leader	Executive Assistant to Vice President of Student Experience
Laundry Worker	Facilities Coordinator
Seamstress	Family Engagement Coordinator
Vehicle Driver	Instructional Coach E/M
Washroom Operator 1	Manager of Alumni & Donor Relations
Cook	Medical Assistant
Cooks Helper	Officer In Charge
Kitchen Worker	Out of School Time Program Coordinator
Lead General Repair Maintenance Foreman	Overnight Residential Manager
Maintenance Mechanic	Paraprofessional
Grounds Person	President Girard College
Working Foreman - Grounds	Principal of Elementary Middle School
Boiler Room Operator	Principal of High School
Chief Engineer	Recruitment Manager
Energy Manager CEM Certified	School Nurse RN
Maintenance Mechanic	School Nurse LPN
Secretary Campus Operations	Security Guard
Secretary - Elementary	Senior Manager, Campus Experiences
Secretary - High School	Senior Security Officer
Secretary - Residential Support	Social Worker Licensed Clinical
Admissions Manager	STEM Director
Assistant Dean of Residential Life	Systems Administrator
Assistant Principal of Instruction for High School	Vice President of Operations
Assoc Dir Human Resources	Vice President of Student Experience
AV Print Specialist	Head Boys Varsity Soccer
Behavior Support Specialist	Head Middle School Girls Basketball Coach
Database Specialist	Head Girls V Basketball
Dir. Historical Resources	Assistant Football Coach High School
Director of Admissions	Asst. Coach Indoor Outdoor Track
Director of Athletics	Head High School Varsity Rowing Coach
Director of Business Services	Assistant Athletic Trainer
Director of Campus Operations	Head Coach Varsity Co-ed Cheerleading
Director of Campus Safety & Security	Head Coach Flag Football Middle & High School
Director of Culture	Head Coach Indoor Outdoor Track
Director of Development	Assistant Boys Varsity Basketball Coach
Director of Finance and Compliance	Assistant Football Coach High School
Director of Marketing & Brand Communication	Athletic Trainer
Director of Student Success	Assistant Varsity Boys Baseball Coach
Director of Technology	Head Coach Volleyball Program Middle School
Director, Data Strategy and Impact	Assistant Girls Varsity Basketball Coach
Executive Assistant to President	Head Varsity Girls Tennis Coach
Executive Assistant to Vice President of Operations	Head Coach Varsity Girls Volleyball

