

First Tennessee Development District

The First Tennessee Development District (FTDD), the region's association of county and city governments, is accepting sealed bids from vendors to conduct a survey of the region's manufacturers to compile data relevant to wages and benefits offered by each. The survey will include companies in eleven counties in Northeast Tennessee and three counties and one city in Southwest Virginia.

Wage & Benefit Survey

The FTDD is seeking responses to this Request for Proposals (RFP) for the issuance of a contract of services for the express purpose of conducting a regional wage & benefit survey of employers located within a defined region of Northeast Tennessee and Southwest Virginia. The scope of services requires that the selected firm will be expected to define the following:

What is the compensation structure of the employers in the region?

What are the characteristics of the key occupations in the region?

How do average wages for these positions compare with the overall average wages in the region?

The survey must contain questions relevant to an employers pay and benefits structure, job function and educational requirements and number of current employees. Using this data, the vendor will analyze and develop a profile on the regions wages and benefits structure to inform current employers and prospective employers on the costs of operations.

Additionally, a potential vendor should design a proposal that collects the following information from responding employers: number of jobs, number of openings and difficulty in filling those openings. Data should also be collected on occupations reported, categorized by US Bureau of Labor Statistics BLS code, including minimum education requirements, and licensing requirements. Wage data should include trainee-level wages, minimum and maximum hourly wages in each range, and actual average hourly wages.

All costs, including print, distribution and survey incentives must be included.

Project Timeline

Date	Item or Action
8/24/2020	Issuance of RFP by the FTDD
9/7/2020	Sealed Proposals Due to FTDD by COB
9/8/2020	Proposals Unsealed & Contract Awarded
10/1/2020	Estimated Project Start Date
1/2021-2/2021	Estimated Survey Distribution Begins
5/31/2021	Estimated Project Completion Date

Response Process

All proposals must be sealed upon delivery to the FTDD, by close of business, Monday, September 7, 2020, to the attention of Mark Stevans. Due to the ongoing COVID-19 pandemic, respondents must use either USPS, similar carrier or the drop box onsite.

Any questions related to the RFQ should be directed to:

Mark Stevans
Director of Special Projects

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