



## **REQUEST FOR PROPOSALS**

# Compensation & Benefits Analysis

**RFP Release Date:** January 29, 2026

**Proposals Due:** February 27, 2026

### **Proposal Submissions should be directed to:**

Sade' Sleet, Workforce Programs Manager

[Sade.sleet@tnpca.org](mailto:Sade.sleet@tnpca.org)

## ABOUT TPCA

Formed in 1976, the Tennessee Primary Care Association proudly serves as the collective voice of our state's community health centers. At TPCA, we're not just a membership association, we're a strategic partner in ensuring all Tennesseans have access to quality, patient-centric primary care. We equip our 29 members with shared resources, amplify their interests at the state and federal levels, and foster a collaborative environment. Each year, TPCA members serve more than 400,000 Tennesseans, regardless of their insurance status or ability to pay.

## PROJECT BACKGROUND

TPCA is seeking to partner with a reputable organization to conduct a compensation and benefits analysis for the state's 30 health centers. The analysis will assess compensation structures, benefits packages, and compensation practices across the network, with the goal of ensuring alignment with industry standards and identifying areas for improvement.

## SCOPE OF WORK

The selected contractor will engage in the following tasks:

### **1. Collaborative Survey Development:**

- Hold at least two meetings via teleconference or video conference with TPCA staff to design and refine a comprehensive survey instrument.
- Revise the survey tool as needed, ensuring it is aligned with industry standards and specific to the needs of Tennessee's health centers.

### **2. Survey Administration and Data Collection:**

- Assist TPCA in developing a strategy to implement and monitor the survey across all 30 health centers.
- Conduct telephone interviews or administer the survey to health center representatives (up to 30 total), ensuring comprehensive data collection.

### **3. Data Analysis and Reporting:**

- Clean, aggregate, and analyze the survey data, ensuring that the findings are valid, representative of the state's health centers, and accurately reflect compensation trends.
- Provide a detailed interpretation of the findings, including key insights on compensation practices and benefits.

#### 4. Final Report Submission:

- Submit a comprehensive, written report that presents the findings, analysis, and actionable recommendations. This report should be aligned with TPCA's strategic goals for improving compensation and benefits structures for its members.
- Host a webinar in collaboration with TPCA to present the findings.

### PROJECT DELIVERABLES

- A compensation and workforce survey (including a finalized, TPCA-approved survey instrument).
- A data file containing the survey responses in an accessible format (e.g., Excel).
- A final written report summarizing the survey findings, analysis, and recommendations for compensation and benefits optimization.
- A PowerPoint presentation summarizing the survey findings for use in a webinar.

### TIMELINE

- RFP Release: January 29, 2026
- Proposals Due: February 27, 2026, at 5:00 PM Central Time
- Selection Made: March 13, 2026

### BUDGET

TPCA's budget for this project is up to \$10,000. Proposals should provide a detailed cost breakdown by component, including survey administration, data collection, and final reporting.

### FORMATTING YOUR RFP RESPONSE

Please provide a narrative response to include the following:

1. A cover letter that summarizes your experience and expertise.
2. A detailed project plan outlining how you will approach the project, including a timeline and budget.
3. A description of relevant experience with compensation and benefits analyses. Experience with community health centers are preferred but not required.

4. A brief biography of individuals who would complete the work.
5. Two references including name and contact information. *Your provision of references is considered your agreement for TPCA to contact your references.*

## **OTHER**

TPCA retains the right to negotiate with entities who respond to this RFP, as necessary, to adjust scope of work, timeline and/or budgets to accommodate the needs of TPCA.

Questions and communication are welcome throughout the proposal process. Please direct proposal questions to Sade' Sleet.