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Request for Proposals – Compensation and Benefit Study

Background

The Resource Conservation District of the Santa Monica Mountains (RCDSMM) is a local government special district based in Calabasas, CA whose mission is to inspire environmental stewardship throughout the communities we serve and to conserve natural resources for future generations. RCDs are subject to transparency and accountability laws. We receive a small local tax base but rely heavily on competitive grants, service contracts, and to a lesser extent private donations to deliver our mission. We currently have 16 staff members, and we expect to add 1-2 additional staff in the next year.

The RCDSMM seeks consultant support to review and update current classification, compensation and benefit policies and practices to ensure alignment with organizational values and to continue to attract and retain top talent. We seek to ensure that salary structure and compensation adjustment practices are transparent, nonbiased, and equitable. We aim to create a more transparent system of job classifications and descriptions, salary levels, and processes for compensation increases to clarify performance expectations and define clear pathways to advance within the organization.

We aim to support a culture of professional growth, staff recognition, well-being, and retention of talent.

Scope of Work

The RCDSMM invites your organization to submit a proposal for a Compensation and Benefits Study. The Scope of Work may include the following activities, though we welcome your thoughts on how best to achieve our goals as stated above.

1. Launch meetings with RCDSMM leadership and all staff.
2. Collect and review organizational chart, current job descriptions, and pay structure. Interview/survey staff to better understand work performed. Discuss any discrepancies with RCDSMM leadership, provide recommended revisions to job descriptions and classifications as appropriate.
3. Work with RCDSMM staff to identify a list of comparable organizations/positions.

4. Collect and analyze market data around base salary and benefits (PTO/Sick accrual primarily, health and wellness, retirement savings, professional development, flexibility). This may include data from existing databases, data collected by the RCDSMM from other RCD-led compensation studies, and/or direct outreach to comparable organizations to collect data.
5. Draft recommendations and compensation structure. Present options on policies and practices for staff advancement within the organization and recognition of performance, longevity, and changes in responsibility (merit, performance, steps, etc.).
6. Provide guidance on transition/implementation of updated pay and benefit structure.
7. Provide guidance on performance evaluation process improvements.

Proposal Submission and Selection Process.

Please provide a proposed scope of work, timeline, budget, and statement of qualifications including two or more references by 05/27/2026 to lrاند@rcdsmm.org. Any clarifying questions should be sent to lrاند@rcdsmm.org by 05/22/2026. Written responses will be provided by email to all interested consultants by 05/25/2026.

The RCDSMM will evaluate proposals and select the consultant that has the best combination of necessary skills and experience, demonstrated understanding of the proposed project and the RCD, the approach to the work and work plan, and cost.

The RCDSMM reserves the right to reject any or all proposals, or to waive any irregularity in any proposal.

Schedule

RFP distributed	May 20, 2026
Clarification requests due	May 22, 2026
Clarification responses issued by	May 25, 2026

Proposal Due Date	May 27, 2026
Notice of Selection	June 3, 2026

Our goal is to get this project underway before June 15, 2026. For more information, visit <https://www.rcdsmm.org/> and see attached organizational chart and general job descriptions.