METROPOLITAN NASHVILLE AIRPORT AUTHORITY

**COMPENSATION STUDY**

ELECTRONIC PROPOSALS for furnishing all materials, labor, tools and appurtenances for completion of this project shall be received by the Metropolitan Nashville Airport Authority, (MNAA) Nashville, Tennessee, until and not later than **2:00 p.m. (central), Monday, October 25, 2021**.  Proposers wishing to submit a non-electronic proposal may do so only after receiving written authorization from MNAA.  Written authorization to submit a non-electronic proposal may be requested by emailing [**purchasing@flynashville.com**](mailto:purchasing@nashintl.com) at least five (5) days prior to the date proposals are due.  Proposers submitting a non-electronic proposal must submit a copy of the written authorization with their proposal package.

**SCOPE.**The scope is to provide comprehensive evaluation of every job within the Authority to determine relevant worth within the organization for internal equity. Evaluate current pay scales implemented January 2019 (last study 2018). Identify pay compression issues. Make compensation implementation recommendations.  Conduct market analysis for:  Airport authorities of similar size Relative Nashville MSA Administrative, Maintenance and Public Safety Positions Salary, Hourly, Sworn Officers, ARFF. Evaluate fringe benefits to determine impact on recommended salary scales. Provide strategic plan for implementation of findings. Review current Affirmative Action Plan (AAP) and its impact on compensation program. Recommended training to maintain the plan. Work with AVP, Administration and HR Staff. May include interviews with departmental directors and area senior/exec staff. Review of HR methodology for establishing salary offers and associated recommendations. Present findings and recommendations to executive team, including Pre-screening session with President and CEO. Detailed launch plan to communicate results to employees. Internal equity analysis of recommended changes and impact to Affirmative Action Plan (AAP). Benchmark potential future positions at the airport (six additional positions).

**THE RFP DOCUMENTS.**Copies of the Contract Documents (RFP, Proposal Schedule, Attachments, etc.) will be available on or after **Friday, September 17, 2021** and may be obtained electronically from [**www.aerobidz.aero**](http://www.aerobidz.aero/), an online tendering service.

**Free registration with Aerobidz is available at** [**https://flynashville.com/nashville-airport-authority/business-opportunities#business-register**](https://flynashville.com/nashville-airport-authority/business-opportunities#business-register).

Proposers are advised to review the RFP Documents carefully prior to submitting a Proposal on the Project.  Proposers are also advised to review the RFP and Instructions to Proposers carefully prior to preparing their Proposals.

Proposals must be submitted on the Proposal Form included in the RFP Documents and the successful Proposer will be required to execute the Contract and other documents requiring execution that are included in the Contract Documents.

**PRE-PROPOSAL CONFERENCE.**  A Pre-Proposal Meeting will be conducted at **1:00 p.m.  (central), Thursday, September 30, 2021,**in the Nashville Conference Room located on the 5th floor of the Administration Building located at 140 BNA Park Dr., Nashville, TN  37214.  Attendance at this meeting is NON-MANDATORY.  A virtual option to attend through Microsoft Teams will be made available.