**SAMPLE RFP for GM Compensation**

**From**: [Co-op] Board of Directors

**To**: \_\_\_\_\_\_\_\_\_\_\_\_\_, General Manager

Date: \_\_\_\_\_\_\_\_\_\_\_, 202\_\_

Re: Request for Proposal for General Manager (GM) Compensation

**Goals:**

* To inspire and motivate our GM.
* To compensate our GM in a way that honors our commitment to being an excellent employer and a workplace of choice.

**Criteria:**

1. The proposed compensation plan should run from 1/1/\_\_\_ to 12/31/\_\_.
2. The plan should comply with a reasonable interpretation of all relevant policies.
3. The plan should be affordable to the co-op.
4. The total compensation should be an appropriate allocation of Co-op resources.
5. The plan should be comply with the requirement in policy [B6.X] that compensation and benefits among co-op staff are internally and externally equitable, including gender, race and other potential biases.
   1. The proposal should include comparative data for compensation levels for GMs of similarly situated co-ops and/or similar management positions.
   2. Given 2021 gender equity data that shows a significant pay gap between male and female GMs, the proposal should be equitable.
6. The plan should be easily and objectively measurable/calculable.
7. The plan can consider any combination of base salary and contingent pay, and must show the minimum and likely maximum of total compensation.
8. The plan should take into consideration plans for the co-op's future development (such as expansion from one to two stores, material change in operations etc.).
9. The proposal should be accompanied by historical information on the base salary, bonus and total compensation paid.
10. The proposal should identify the GM's planned expenditures for professional development opportunities during the compensation plan period.

Please return your proposal to us for inclusion in the December Board meeting packet. Thank you!