



## **Request for Proposals (RFP) Comprehensive Compensation and Classification Study**

### **Project Overview**

The City of Aurora, Missouri ("City") is requesting proposals from qualified and experienced consulting firms to conduct a comprehensive compensation and classification study. The purpose of this study is to ensure that the City's compensation system is competitive, equitable, fiscally responsible, and compliant with applicable federal and state laws.

This study will encompass a review of all 52 job descriptions, an evaluation of job classifications, an analysis of internal and external equity, an identification of wage compression issues, and the development of pay ranges for each job classification.

### **Project Objectives**

The objectives of this project include:

- Ensuring accurate and up-to-date job descriptions and classifications
- Establishing equitable and competitive compensation ranges
- Addressing wage compression and internal equity issues
- Providing a defensible and sustainable compensation structure
- Supporting informed decision-making by City leadership and elected officials

### **Scope of Work**

The selected consultant shall perform, at a minimum, the following tasks:

#### **A. Project Planning and Data Review**

- Conduct a kickoff meeting with City leadership and designated staff
- Review current compensation policies, job descriptions, pay plans, and organizational structure
- Evaluate compliance with applicable labor laws, including FLSA considerations

#### **B. Job Description and Classification Review**

- Review all existing job descriptions (52) for accuracy, consistency, and completeness
- Conduct employee and supervisor interviews, questionnaires, or focus groups as needed
- Recommend revisions to job descriptions and classifications where appropriate
- Confirm proper exempt and non-exempt classifications

#### **C. Internal Equity Analysis**

- Analyze internal pay relationships across departments and job classifications
- Identify pay inequities and inconsistencies
- Evaluate career progression and classification hierarchy

#### **D. External Market Analysis**

- Identify appropriate benchmark organizations, including comparable municipalities
- Conduct market pay analysis using reliable and current data sources
- Compare City compensation levels to market benchmarks

#### **E. Wage Compression Analysis**

- Identify wage compression issues across job classifications
- Analyze contributing factors such as tenure, promotions, and market adjustments
- Develop recommendations to address wage compression in a fiscally responsible manner

#### **F. Pay Structure Development**

- Develop recommended pay ranges (minimum, midpoint, and maximum) for each classification
- Provide guidance on employee placement within recommended ranges
- Provide implementation options with associated cost impacts
- Recommend strategies for maintaining and updating the compensation plan

#### **G. Reporting and Presentation**

- Prepare a comprehensive written report detailing findings and recommendations
- Present results to City management and/or City Council, as requested
- Provide supporting documentation for future reference

#### **Deliverables**

Deliverables shall include, but are not limited to:

- Updated and validated job descriptions
- Internal and external equity analysis results
- Wage compression analysis and recommendations
- Recommended compensation ranges for all job classifications
- Cost projections and implementation scenarios
- Final written report (electronic and printable formats)
- Presentation materials for City leadership and elected officials

#### **Consultant Qualifications**

Proposals shall demonstrate the consultant's qualifications, including:

- Experience conducting compensation and classification studies for municipalities
- Knowledge of public-sector compensation practices
- Experience addressing wage compression and pay equity
- Qualifications and experience of assigned project staff
- At least three (3) references from similar projects completed within the last five (5) years

#### **Proposal Requirements**

Proposals must include the following:

- Cover Letter
- Firm Overview and Qualifications
- Proposed Methodology and Work Plan
- Project Timeline
- Description of Deliverables
- Project Team and Experience

- Cost Proposal (itemized and total cost)
- References

**Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Understanding of the project and proposed approach
- Relevant experience and qualifications
- Ability to address wage compression and internal equity
- Project timeline and responsiveness
- Cost and overall value to the City
- Quality of references

**Proposed Schedule**

<b>RFP Issued:</b>	<b>March 6, 2026</b>
<b>Questions Due:</b>	<b>March 27, 2026</b>
<b>Proposals Due:</b>	<b>April 3, 2026</b>
<b>Consultant Selection:</b>	<b>April 7, 2026</b>
<b>Project Start:</b>	<b>As soon as possible</b>

**General Conditions**

- The City reserves the right to accept or reject any or all proposals
- The City may request clarification or additional information
- All proposal preparation costs are the responsibility of the proposer
- The selected consultant will be required to enter into a formal contract with the City

**Submittal Procedures**

Proposals shall be submitted as follows:

Proposers must provide **three (3) hard copies** of their completed proposals and **email a digital copy** to the contact below. The sealed proposal package and the outside cover of each proposal must state the RFP title and the proposer’s name.

**Proposals must be received no later than 5:00 p.m. on Friday, April 3, 2026** (“Deadline”). Proposals will not be opened publicly at this time. Proposals submitted after the Deadline will not be opened. No oral, telephone, or facsimile proposals will be considered.

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### **MISSOURI STATUTORY AND LEGAL COMPLIANCE**

The selected consultant shall comply with all applicable **federal, state, and local laws**, regulations, and ordinances. This RFP and any resulting contract shall be governed by the laws of the **State of Missouri**, with venue lying in a court of competent jurisdiction within Missouri.

Proposals submitted in response to this RFP may be subject to disclosure under the **Missouri Sunshine Law (Chapter 610, RSMo)**.

The consultant shall comply with applicable **non-discrimination laws**, including Section 213.055, RSMo.

Pursuant to **Section 285.530, RSMo**, the consultant shall participate in a federal work authorization program (E-Verify) and provide the required affidavit prior to contract execution.

The consultant shall disclose any actual or potential **conflicts of interest** and certify that it is not debarred or suspended from public contracting.