

REQUEST FOR PROPOSALS (RFP)

Compensation Study Consulting Services



Issue Date: March 11, 2026

Proposals Due: April 24, 2026

Issuing Agency: Jackson County, Colorado

1. Purpose

Jackson County, Colorado (“County”), by and through the Board of County Commissioners, is soliciting proposals from qualified firms to provide a comprehensive compensation and consulting study, including a total compensation study and development of a compensation philosophy and pay policy.

This solicitation is issued in accordance with the County’s procurement authority under C.R.S. § 30-11-101 and related statutory powers of county government. The resulting agreement shall constitute a professional services contract and not a public works construction contract.

The County seeks a consultant with substantial public-sector experience, including demonstrated expertise in classification and compensation analysis, internal equity evaluation, salary structure development, and knowledge of Colorado compensation law.

2. Background

Jackson County is a rural county government located in Walden, Colorado. The County maintains multiple job classifications across departments and seeks to ensure its compensation system:

- Reflects competitive labor market positioning
- Maintains internal equity
- Complies with applicable Colorado and federal law, including the Equal Pay for Equal Work Act, C.R.S. § 8-5-101 et seq.
- Supports recruitment and retention objectives
- Aligns with best practices in public-sector compensation administration

3. Scope of Work

The selected consultant shall provide the following services:

A. Total Compensation Study

The study shall include, at minimum:

- Benchmark Classifications
 - Up to fifteen (15) benchmark classifications
 - Development of a benchmark summary matrix
- Labor Market Survey
 - Identification of up to ten (10) comparable public-sector labor market agencies
 - Whole-job methodology for classification matching
 - Collection of published salary schedule data (minimum and maximum monthly range)
- Total Compensation Analysis

In addition to base salary, the study shall analyze total compensation components including:

- Employer retirement contributions
- Medicare and Social Security (if applicable)
- Health benefits (medical, dental, vision, masa)
- Employer-paid cash add-ons such as comp in lieu, education/certification incentives, housing allowances

Collected for reporting purposes:

- Leave programs (sick leave, vacation, holiday)
- Benefits Analysis
 - Quantitative total compensation comparison
 - Qualitative benefit summary and trend analysis
 - Excel-based reporting format
- Internal Equity Analysis
 - Classification-level internal alignment review
 - Evaluation of historical pay relationships
 - Development of recommended internal differentials
- Salary Recommendations, for each classification:
 - Current salary range maximum
 - Recommended salary range maximum
 - Percentage and dollar variance
 - Structural adjustment recommendations
- Compensation Structure Review and Update
 - Evaluation of step versus open range system
 - Bandwidth analysis
 - Grade separation review
 - Identification of compression or compaction concerns
- Deliverables
 - Individual Excel data sheets per benchmark classification
 - Comprehensive compensation report
 - Updated compensation structure
 - One formal presentation to County leadership or designated stakeholders

B. Development of Compensation Philosophy and Pay Policy

The consultant shall:

- Conduct review of current compensation policies and practices
- Facilitate discussion regarding market position (lag, meet, lead)
- Evaluate compliance with Colorado law
- Develop objective pay administration criteria
- Draft a comprehensive compensation philosophy and pay policy document addressing:
 - Compensation strategy
 - Pay administration guidelines
 - Hiring and promotional pay-setting practices
 - Future pay increase framework
 - Salary structure governance

The final policy shall be delivered electronically.

4. Project Timeline

The County anticipates completion of the project within approximately six (6) months of contract execution.

Proposals shall include a detailed project schedule identifying milestones and required County actions.

5. Minimum Qualifications

Proposing firms must:

- Demonstrate at least ten (10) years of experience in public-sector compensation consulting
- Provide examples of similar county or municipal projects, **Colorado preferred**
- Demonstrate knowledge of Colorado compensation laws and labor market conditions
- Identify a Project Manager and key personnel
- Disclose any subcontractors

6. Proposal Requirements

Proposals shall include:

- Cover Letter
- Firm Background
 - Organizational structure
 - Years in business
 - Public-sector focus

- Office locations
- Project Team
 - Identification of Project Manager
 - Resumes of key personnel
 - Role descriptions
- Relevant Experience
 - Description of at least three comparable projects
 - Client references with contact information
- Project Approach
 - Methodology for job matching
 - Survey design and data collection
 - Internal equity methodology
 - Salary structure design approach
 - Policy development process
- Timeline
- Deliverables
- Cost Proposal
 - Fixed fee structure
 - Itemized optional components
 - Billing milestones
 - Assumptions
 - Identification of excluded costs
- Sample Work Product
 - Redacted compensation report example
 - Sample data sheet

7. Contract Terms and Statutory Requirements

The selected firm will enter into a Professional Services Agreement with Jackson County, executed and approved by the Board of County Commissioners.

The contract shall not create a multiple-fiscal year obligation pursuant to Article X, Section 20 of the Colorado Constitution (TABOR). Any agreement shall contain a non-appropriation clause consistent with C.R.S. § 29-1-110.

8. Certificate of Liability

Provide:

- Certificate of Insurance, which includes the county as a “Named Insured” to verify coverage for bodily injury and property damage in the amount of \$150,000/person - \$600,000/occurrence.

The consultant shall provide proof of insurance meeting County requirements prior to contract execution.

9. Submission Instructions

Proposals must be submitted electronically to:

Samantha Martin
County Administrator
Jackson County
smartin@jacksoncountyco.gov

Submission Deadline: April 24, 2026, 12pm mst

Late proposals will not be accepted.

10. Reservation of Rights

Jackson County reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Request clarification or additional information
- Cancel or amend this RFP
- Negotiate scope and pricing
- Award a contract in the best interests of the County

Issuance of this RFP does not obligate the County to award a contract or to pay any costs incurred in preparation of a proposal.