



## **REQUEST FOR PROPOSALS TOWN OF KINGSTON SPRINGS, TENNESSEE STAFF SALARY STUDY**

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### ***Background***

The Town of Kingston Springs currently employs approximately 20 individuals, 18 full-time and 2 part-time employees. The Town does not currently have a merit increase pay table or written compensation policy.

### ***Purpose of Valuation***

The Town wishes to adopt policy and procedures related to employee pay and seeks assistance with developing this type of policy as well as compensation recommendations for current positions through means of comparison salary study. This compensatory study will be used to compare the current pay and benefits of employees related to other competitive pay and benefits packages available in this fast-changing job market.

### ***Scope of Work***

The proposed valuation shall consist of the following:

- Compare pay rates for employees to similar private and/or public sector positions.
- Review job descriptions, interview or survey employees and/or management staff, and propose any recommended changes.
- Analyze employee pay and benefits and recommend pay table with job titles, salary ranges, and pay grades for all positions.
- Analyze and recommend FLSA exemption status for all position
- Work with Town to develop action plan related to data received.
- Provide the town with any and all comparison data used during the survey.

### ***RFP Submittal Requirements***

Submittals in response to this RFP shall include the following:

- Summary of the firm's experience in similar projects, including client reference contact information;
- Discussion of the proposed methodology to be employed in the valuation; Identification of and biography information for staff member(s) to be assigned to the valuation;
- Proposed valuation schedule and project timeline;
- List of required data elements and other information to be provided by the City;
- Valuation fee proposal and proposed payment terms.

### ***Selection Criteria***

Town staff will review all submitted proposals and may choose to invite one or more firms for an interview to further discuss their proposal. Selection of a recommended firm will be based on three factors:

- The firm's experience in similar projects;
- The proposed methodology and valuation schedule;
- The fee proposal.

The selection criteria are intended to allow the Town to select the firm that submits the best overall proposal, not just the lowest cost proposal.



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***RFP Submittal Deadline***

To be considered, proposals must be received by **4:00pm on Friday, October 21, 2022**. All proposals should have the words "RFP Salary Study" on the front of the envelope or in the subject line of emailed proposals. Proposals will not be opened publicly. The Town reserves the right to reject any or all proposals.

Proposals in response to this RFP should be sent to:  
Town of Kingston Springs/RFP Salary Study  
c/o City Manager  
P.O. Box 256  
Kingston Springs, TN 37082

Electronically submitted proposals will be accepted and emails should notate the words "RFP Salary Study" in the Subject Line.  
Proposals can be emailed to [citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov).

Any questions regarding this RFP should be directed to:  
City Manager John Lawless  
P.O. Box 256  
Kingston Springs, TN 37082

Or emailed to:  
[citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov)