

## Invitation to Bid

The City of Paris KY is accepting sealed proposals from qualified vendors for a compensation study. Sealed proposals shall be submitted no later than 10:00 AM on Wednesday March 11, 2026. Sealed proposals will be opened at this time at 525 High Street Paris, KY 40361. For a copy of the specifications or RFP please contact Jorell Flora at [jflora@paris.ky.gov](mailto:jflora@paris.ky.gov) or via phone at 859-987-2110. Sealed proposals shall be submitted by hand delivery, overnight courier, or postal service only. The City of Paris reserves the right to reject any or all proposals, waive informalities, and award the contract in the best interest of the City.

Please submit proposals clearly labeled "Compensation Study 2026" to:

City of Paris, Purchasing Manager  
525 High Street  
Paris KY 40361



## REQUEST FOR PROPOSALS (RFP) Compensation Study 2026

### 1. Introduction & Background

The City of Paris is requesting proposals from qualified consulting firms to conduct a comprehensive compensation study. The purpose of this study is to ensure that employee compensation is equitable, competitive, fiscally responsible, and aligned with organizational goals and applicable laws.

The City of Paris employs approximately 155 employees across a number of departments, including administrative, Public Works, Public Utilities, Police, Fire and other operational functions.

### 2. Scope of Work

The selected firm will be expected to perform, at minimum, the following services:

#### A. Job Classification Review

- Review and analyze current job descriptions for accuracy, consistency, and compliance
- Identify classification issues, overlaps, compression, or outdated roles
- Recommend revisions to job descriptions and classification structure as needed

#### B. Compensation Analysis

- Conduct internal equity analysis
- Conduct external market analysis using comparable organizations (public-sector preferred)
- Analyze pay ranges, steps, and salary structure
- Identify compression, inversion, and other pay equity issues

#### C. Market Comparisons

- Identify appropriate comparator organizations (subject to approval)
- Use reliable, current compensation data sources
- Clearly document methodology and data sources

#### D. Recommendations

- Provide recommendations for revised pay ranges and salary structures

- Identify potential phased implementation options and estimated costs
- Provide compliance guidance (e.g., FLSA considerations, equity standards)

#### E. Deliverables

- Draft and final written report
- Summary presentation to leadership and/or governing body
- Optional: employee communication materials (if proposed)

#### 3. Project Timeline

Proposals should include a detailed project timeline. The anticipated schedule is as follows:

- RFP Issued: February 19, 2026
- Proposals Due & Opened: March 11, 2026 by 10:00 AM.
- Project Start: To be determined upon award
- Project Completion: To be determined upon award

#### 4. Proposal Requirements

Proposals must include the following:

1. Firm background and qualifications
2. Experience with public-sector compensation studies
3. Proposed methodology and approach
4. Project timeline
5. Project team and key personnel
6. References (minimum of three, preferably public-sector clients)
7. Cost proposal (clearly itemized). Each of the services (items A-E above) should individually priced. If based on an hourly rate, please provide the itemized number of hours for each service as well as the price.
8. Any optional services or value-added offerings

#### 5. Submission Instructions

Sealed proposals shall be submitted no later than 10:00 AM on March 11, 2026. Sealed proposals will be opened at this time at 525 High Street Paris, KY 40361. Proposals must be submitted to the Purchasing Manager via hand delivery, overnight courier, or postal service only. Electronic proposals are not accepted. For copies of the specifications or other questions, please contact Jorell Flora at [jflora@paris.ky.gov](mailto:jflora@paris.ky.gov).

Proposals must be clearly marked on the envelope "Compensation Study 2026"

#### 6. Terms and Conditions

- The City of Paris reserves the right to reject any or all proposals, waive informalities and award the contract in the best interest of the City.
- This RFP does not commit the organization to award a contract
- All costs incurred in proposal preparation are the responsibility of the proposer
- The selected firm will be required to enter into a professional services agreement

#### 7. Equal Opportunity Statement

The City of Paris is an equal opportunity employer and encourages proposals from all qualified firms.