



**REQUEST FOR QUALIFICATIONS AND PROPOSAL
FOR Classification and Compensation Study, Organizational Review, and
Workforce Planning Services**

Contact Information:

**Gordon County Board of Commissioners
Attn: Charmon VanDyke, Purchasing Manager
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REQUEST FOR PROPOSALS (RFP)

Classification and Compensation Study, Organizational Review, and Workforce Planning Services

I. INTRODUCTION

The Gordon County Board of Commissioners ("County") is soliciting proposals from qualified consulting firms to conduct a comprehensive Classification and Compensation Study, Organizational Review, Job Description Audit and Development Project, and Workforce Planning Assessment for all County departments and positions.

The County seeks a partner with demonstrated experience in local government compensation, classification systems, organizational efficiency reviews, workforce planning, and public-sector human resources management.

The purpose of this project is to ensure that Gordon County maintains a fair, competitive, legally compliant, and sustainable classification and compensation system that supports recruitment, retention, employee development, operational efficiency, and future organizational growth.

The selected consultant will conduct a comprehensive review of all positions, classifications, job descriptions, compensation structures, organizational functions, staffing needs, and future workforce requirements.

II. COUNTY OVERVIEW

Gordon County is a growing county government located in Northwest Georgia that provides a wide range of public services through multiple departments, offices, and constitutional officers.

The County employs approximately 340 full-time employees and 150 part-time employees across various operational, administrative, public safety, public works, judicial, and support functions.

As the County continues to grow and evolve, it seeks to modernize and strengthen its compensation and classification systems while ensuring organizational effectiveness and workforce readiness for future demands.

III. PROJECT OBJECTIVES

The selected consultant shall assist the County in achieving the following objectives:

A. Compensation and Classification Objectives

1. Conduct a comprehensive preliminary evaluation of the County's existing compensation plan.
2. Conduct statistical and anecdotal research into the current employment environment within Gordon County and surrounding labor markets and use findings to guide subsequent analytical tasks.
3. Identify and classify existing positions utilizing a recognized job evaluation methodology and characterize internal equity relationships throughout County government.

4. Identify and develop a comprehensive list of target organizations and comparable employers for conducting a successful external labor market salary assessment.
5. Conduct a comprehensive external labor market salary survey.
6. Provide a detailed summary of salary survey results for review by County leadership.
7. Assess the appropriateness of the County's current compensation philosophy and recommend modifications as necessary.
8. Develop a comprehensive compensation plan for all County employees.
9. Identify compensation-related issues and provide preliminary recommendations for strategic improvement.
10. Produce multiple implementation options and compensation adjustment strategies, including estimated costs and budget impacts.
11. Develop recommendations for continued administration of the compensation plan and classification structure by County Human Resources staff.
12. Provide training and knowledge transfer to County staff regarding maintenance and administration of the recommended compensation system.

B. Organizational Review Objectives

1. Conduct a review of departmental structures, workflows, and reporting relationships.
2. Evaluate job functions and duties to identify opportunities for operational improvements and increased efficiency.
3. Assess duplication of duties, outdated practices, and opportunities for consolidation or redistribution of responsibilities.
4. Review staffing levels and workload distribution across departments.
5. Identify operational strengths, weaknesses, and organizational challenges.
6. Recommend organizational improvements designed to increase effectiveness and efficiency.

C. Job Description Review and Development Objectives

1. Review every existing job description within the County government.
2. Interview employees, supervisors, department heads, elected officials, and other stakeholders as necessary.
3. Evaluate actual job duties performed compared to current position descriptions.
4. Update and modernize all existing class specifications.
5. Create new classifications and class specifications where necessary.
6. Ensure all classifications and job descriptions comply with applicable federal and state employment laws and regulations.
7. Ensure compliance with FLSA, ADA, EEO, and all applicable Georgia employment laws.
8. Provide final job descriptions and class specifications in editable electronic format.

D. Workforce Planning and Future Growth Objectives

1. Evaluate anticipated population growth, service demands, and organizational needs.
2. Assess future workforce requirements and succession planning needs.
3. Identify critical positions and potential staffing gaps.
4. Recommend future positions and classifications that may be needed as the County grows.
5. Develop workforce planning strategies to support future service delivery.
6. Provide recommendations regarding organizational structure and staffing models for future growth.

IV. SCOPE OF SERVICES

The consultant shall provide all labor, supervision, materials, research, analysis, and professional services necessary to complete the project. The consultant shall provide a detailed Plan of Work that includes task goals, task activities, key project milestones, and task deliverables. The proposal shall also include the cost and timeline of the Plan of Work as well as a proposed contract for services.

V. CONSULTANT QUALIFICATIONS

The County seeks firms that demonstrate:

- Extensive experience conducting local government compensation studies.
- Experience with county governments of similar size and complexity.
- Experience conducting classification and job evaluation studies.
- Experience conducting organizational efficiency assessments.
- Experience developing compensation plans.
- Experience with workforce planning and succession planning.
- Knowledge of Georgia local government operations.
- Knowledge of applicable employment laws and regulations.
- Ability to provide references from similar projects completed within the last five years.

VI. PROPOSAL REQUIREMENTS

Proposals shall include:

1. Executive Summary

Overview of the firm's understanding of the project and proposed approach.

2. Firm Qualifications

- Firm history
- Areas of expertise
- Relevant experience
- Government clients served

3. Project Team

- Project manager
- Key personnel
- Qualifications and resumes

4. Project Methodology

Detailed description of how the consultant will complete each project phase.

5. Project Schedule

Proposed timeline with milestones and deliverables.

6. References

At least three references from similar governmental projects.

7. Cost Proposal

Provide a detailed cost proposal inclusive of all professional fees, travel expenses, meeting expenses, and deliverable costs.

VII. EVALUATION CRITERIA

Score Sheet: Classification and Compensation Study

- **Technical & Functional Merit (25 points):** Quality and appropriateness of the proposed methodology, study design, and integration strategy as well as how the proposal addresses the County's specific requirements.
- **Vendor Experience and Qualifications (25 points):** Relevant experience with similar local government compensation studies, technical expertise of the team, and positive client references.
- **Cost-Effectiveness (20 points):** Competitiveness of pricing, value for money, and clarity of the cost proposal.
- **Project Management Approach (15 points):** Clarity and feasibility of the proposed project plan, timeline, deliverables, and resource allocation.
- **Support and Training (15 points):** Comprehensive nature of proposed training, knowledge transfer, and post-study support.
- **Total: 100 points**

VIII. RESERVATION OF RIGHTS

The Gordon County Board of Commissioners reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request clarification of proposals.
- Negotiate with the selected consultant.
- Cancel or reissue the RFP.
- Select the proposal deemed to be in the best interest of the County.

IX. SUBMISSION INFORMATION

Proposals shall be submitted to:

Gordon County Board of Commissioners

Attn: Purchasing Director

201 North Wall Street

Calhoun, Georgia 30701

Email: charmon.vandyke@gordoncountyga.gov

Proposals must be received no later than:

Date: Friday, June 26, 2026

Time: 3:00 PM

Late submissions may not be considered.

X. CONTACT INFORMATION

Questions regarding this RFP shall be directed to:

Charmon VanDyke, Purchasing Director

201 North Wall Street

Calhoun, Georgia 30701

Email: charmon.vandyke@gordoncountyga.gov

No contact with elected officials, department heads, or other County employees regarding this solicitation shall be permitted except through the designated contact person.