

I. Introduction

Notice is hereby given that the City of Farmington, Arkansas (the “City”), is soliciting proposals from qualified consulting firms to conduct a comprehensive Classification and Compensation Study.

The results of the study will serve as the basis for updating the City’s existing classification and compensation system. The City seeks to ensure equity, competitiveness, and alignment with current organizational needs and labor market trends. The City will accept proposals until April 17, 2026.

II. Background

The City of Farmington is an Arkansas public entity established in 1946 and currently employs approximately 64 employees.

All employees are subject to the City Council approved pay plan.

The City’s goal is to attract and retain highly qualified employees by maintaining a fair and equitable classification system that reflects both internal equity and external market competitiveness. The issues this compensation study will need to solve include but is not limited to:

- Establish a credible Classification and Compensation Plan to ensure accurate job classification and equitable pay based on duties, complexity, and skills.
- Address compression by maintaining fair pay differentials across responsibility levels.
- Provide competitive salaries, benefits, and incentives aligned with regional labor markets and organizational needs.
- Offer clear promotional pathways and recognizable compensation growth.
- Enhance employee retention through equitable and competitive compensation practices.

III. Scope of Work

The Consultant will:

1. Review and Analyze Existing Data

- a. Review current job classification, pay structures, and related policies.

2. Conduct a Market Analysis

- a. Identify appropriate benchmark organizations for comparison.

- b. Analyze salary data, benefits, and pay practices from selected benchmark organizations.
- c. Provide a comparison to local private sector influences where applicable.
- d. Identify gaps or areas for enhancement to improve competitiveness and employee satisfaction.
- e. Provide recommendations to align compensation with organizational goals and budget constraints.

3. Compensation System Design

- a. Address issues of compression, pay equity, and cost-of-living adjustments.
- b. Ensure long-term sustainability and scalability of the compensation system.
- c. Incorporate feedback into the study findings and recommendations.

4. Final Report and Presentation

- a. Deliver a comprehensive report detailing findings, methodologies, and recommendations.
- b. Present findings to City leadership

Proposals must include the following:

1. Organization Overview

Provide a brief history of your organization, including years in business, staff size, areas of expertise, and client types. Highlight your experience with on-site consulting services.

2. Approach to Services

Describe your methodology for delivering the services outlined in this RFP.

3. Relevant Experience

Share examples of work products related to the scope of services, demonstrating your expertise and capabilities.

4. Reference and Client Lists

Provide contact information for three government and three client references comparable to the City in terms of employee population and job scope. Additionally, include a comprehensive list of clients by name, city, and state.

VI. Evaluation Criteria

The City will consider several factors when evaluating proposals to ensure the selected firm meets the needs of the project and serves the City's best interests. Proposals will be reviewed based on qualifications, approach, and the scope of services offered.

To qualify for consideration, responders must demonstrate appropriate technical skills, sufficient financial and human resources, and a proven record of success with projects of similar scope and complexity.

VII. Submission and Evaluation Process

Proposals must be submitted in writing in a sealed envelope clearly labeled "Proposal for Classification and Compensation Study" and delivered to:

Ashley Duncan, Human Resources Manager

City of Farmington

PO Box 150

Farmington, AR 72730

Proposals may also be submitted through email at AshleyDuncan@cityoffarmington-ar.gov.

Submission Deadline: April 17, 2026, by 4:00 PM CST. Late submissions will not be accepted.

For questions you may contact Ashley Duncan, Human Resources Manager by email at AshleyDuncan@cityoffarmington-ar.gov or phone at 479-267-3865 ext. 211.

The deadline to submit questions is April 1, 2026.

VIII. Reservation of Rights

The City reserves the right to accept or reject any or all proposals, waive any irregularities or minor defects, and negotiate with the proposer whose solution is deemed to align most closely with the City's objectives.

Final approval of all plans, contracts, and purchases rests with the City Council.

IX. Timeline

The City anticipates selecting a consultant by June 12, 2026. Upon selection, the consultant must schedule a kickoff meeting within ten (10) business days during which a mutually agreed upon timeline will be established that includes target dates for the following:

1. Status update intervals and overall completion date
2. Initial data review
3. Market analysis and job classification review
4. Submission of preliminary findings by Mid-August to align with the City's budget planning process
5. Final report submission

X. Additional Requirements

1. Consultants must provide proof of professional liability insurance and include an indemnification clause protecting the City against liabilities arising from the study.
6. The City reserves the right to impose penalties for delays in delivering the final report as agreed upon in the contract.

The City of Farmington looks forward to your proposal and appreciates your interest in supporting the development of our workforce through this critical initiative.