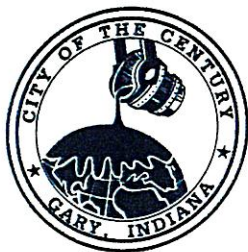


Eddie D. Melton
Mayor



Wendy McLaurin
Director of Human Resources

City of Gary

DEPARTMENT OF HUMAN RESOURCES

CITY OF GARY, INDIANA

REQUEST FOR PROPOSALS (RFP)

Compensation and Classification Study

1. General Information

The City of Gary, Indiana ("City") is requesting sealed proposals from qualified firms to conduct a comprehensive compensation and classification study. This RFP is issued in accordance with the laws of the State of Indiana and the procurement policies of the City of Gary.

Open Date: October 6, 2025

Close Date: October 24, 2025, 4:30 PM CST

Proposals received after the deadline will not be considered.

2. Project Overview

The City seeks to ensure that its compensation practices are competitive, equitable, legally compliant, and fiscally sustainable. The selected vendor will evaluate existing classifications, benchmark compensation, assess pay equity, and recommend strategies to improve the City's ability to attract and retain talent.

3. Objectives

The study will:

- Evaluate current job classifications and compensation structures.
- Benchmark salaries against comparable municipalities and regional employers.
- Identify pay equity issues and recommend adjustments.
- Develop a sustainable compensation philosophy and framework.

4. Scope of Work

The vendor shall provide, at minimum, the following services:

A. Data Collection & Analysis

- Review existing job descriptions and organizational charts.
- Conduct employee and management interviews or surveys.
- Collect compensation data from peer municipalities and regional labor markets.

B. Job Evaluation & Classification

- Analyze job duties, responsibilities, and qualifications.
- Recommend updates to job classifications and titles.
- Ensure compliance with the Fair Labor Standards Act (FLSA), Equal Pay Act, and other applicable laws.

C. Compensation Benchmarking

- Compare current salaries with market data.
- Identify gaps and overlaps in pay ranges.
- Recommend new salary ranges and structures.

D. Pay Equity Review

- Conduct internal equity analysis across departments.
- Identify disparities based on race, gender, and other protected classes.
- Provide actionable recommendations to address inequities.

E. Final Report & Implementation Support

- Deliver a comprehensive report with findings and recommendations.
- Present results to City leadership and stakeholders.
- Provide tools, models, and guidance for implementation and ongoing maintenance.

5. Deliverables

- Updated job descriptions and classifications.
- Market salary comparison tables.
- Pay equity analysis.
- Final written report with recommendations and implementation roadmap.

6. Timeline

The City anticipates the following schedule:

- **Notice to Proceed:** November 2025
- **Kickoff Meeting:** Within 2 weeks of contract award
- **Data Collection Phase:** Assigned by Vendor and City
- **Preliminary Findings:** Assigned by Vendor and City
- **Final Report Delivery:** Assigned by Vendor and City

Vendors may propose an alternative timeline if it meets the City's objectives.

7. Proposal Requirements

Proposals must include:

1. Firm background and qualifications.
2. Project approach and methodology.
3. Proposed timeline.
4. Relevant experience with municipalities of similar size.
5. References (minimum of three governmental clients).
6. Detailed fee proposal (not-to-exceed total cost).

8. Fees & Payment Terms

- Vendor shall propose a firm, not-to-exceed fee for the full scope of services.
- Monthly billing is permitted, based on services/hours provided.
- Payments will be processed within 30–45 days of invoice approval by the City.

9. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications (30%)
- Approach and methodology (25%)
- Cost proposal (25%)
- References and past performance (20%)

The City reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the City.

10. Legal and Compliance Requirements

- Vendors must comply with all applicable federal, state, and local laws, including but not limited to the FLSA, Equal Pay Act, Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), and the Indiana Code on public purchasing (IC 5-22).
- The City of Gary is an Equal Opportunity Employer and prohibits discrimination in employment, contracting, and the provision of services.
- Minority, women-owned, and disadvantaged business enterprises are encouraged to submit proposals.

11. Submission Instructions

Proposals must be submitted in a sealed envelope labeled **“RFP – Compensation and Classification Study”** and delivered to:

City of Gary – Department of Public Works
401 Broadway,
Gary, Indiana 46402

12. Questions

All questions must be submitted in writing no later than October 15, 2025, 4:30 PM CST,

Responses will be posted publicly in accordance with City procurement policy.

13. Reservation of Rights

The City reserves the right to:

- Cancel or amend this RFP at any time.
- Reject any or all proposals.
- Negotiate with one or more respondents.
- Award in whole or in part.

Issued by:

City of Gary, Indiana
October 6, 2025