

January 28, 2026

Dear Consultant,

The City of Great Bend is pleased to invite your firm to submit a proposal for conducting a comprehensive Compensation Study. This initiative is critical to ensuring that our city remains competitive and equitable in its compensation practices while aligning with modern organizational needs and labor market trends.

We are seeking a qualified consultant to provide expert analysis and recommendations that will guide our efforts to update our existing classification and compensation system. Details of the required scope of work, deliverables, and submission requirements are outlined in the attached Request for Proposal.

For questions you may contact me by email at [rkeasling@greatbendks.gov](mailto:rkeasling@greatbendks.gov) or phone at 620-793-4111.

We are confident that your expertise and commitment to excellence will make a meaningful contribution to this project.

Thank you for considering this opportunity to partner with us in enhancing our workforce strategies.

Sincerely,



Randy Keasling  
Human Resources Director  
City of Great Bend



**Request for Proposal**  
**Comprehensive Compensation Study**

Issued by:  
City of Great Bend  
1209 Williams  
PO Box 1168  
Great Bend, KS 67530

Contact: Randy Keasling  
Email: [rkeasling@greatbendks.gov](mailto:rkeasling@greatbendks.gov)  
Phone: 620-793-4111

Release Date: January 28, 2026

Proposals must be received no later than: 12pm on February 20, 2026

## **I. Introduction**

Notice is hereby given that the City of Great Bend, Kansas (the “City”), is soliciting proposals from qualified consulting firms to conduct a comprehensive Compensation Study. The results of the study will serve as the basis for updating the City’s existing classification and compensation system introduced following the last study in 2018. The City seeks to ensure equity, competitiveness, and alignment with current organizational needs and labor market trends. The City will accept proposals until February 20, 2026. Previous experience with public sector agencies is required.

## **II. Background**

The City operates under an 8-member City Council/Mayor form of government. Each elected official serves a two-year term. Great Bend has a population of 14,580. There are approximately 155 full-time equivalent employees and a number of seasonal and part-time equivalent employees. The last comprehensive study was completed in 2018, identifying opportunities for improving internal equity, addressing compression, and maintaining competitive pay structures. The Organizational Chart attached in Appendix A shows the current organizational structures of the City of Great Bend.

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:

- Review and update existing job 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 with regional labor markets and organizational needs.
- 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.
  - b. Assess changes in the City’s organizational structure and staffing since the last study.
2. Conduct a Market Analysis
  - a. Identify appropriate benchmark organizations for comparison.
  - b. Analyze salary data from selected benchmark organizations.
  - c. Provide a comparison of the local private sector influences where applicable.
3. Job Classification Review
  - a. Audit and evaluate job descriptions to ensure they reflect current duties, responsibilities, and qualifications.

- b. Ensure compliance with applicable laws and regulations, including the Equal Employment Opportunity, the Americans with Disabilities Act, and the Fair Labor Standards Act.
  - c. Propose updated classification structures as necessary.
- 4. Compensation System Design
  - a. Develop recommendations for revised pay structures.
  - b. Address issues of compression, pay equity, and cost-of-living adjustments.
  - c. Ensure long-term sustainability and scalability of the compensation system.
- 5. Stakeholder Engagement and Communication Plan
  - a. Conduct interviews and focus groups with key stakeholders, including City leadership and employees.
  - b. Develop a communication plan to regularly update stakeholders on progress and findings.
  - c. Incorporate feedback into the study findings and recommendations.
- 6. Interim Progress Reporting
  - a. Provide regular progress updates (at least bi-weekly) detailing milestones achieved and outlining next steps. Preliminary findings or recommendations must be submitted by early June to support the City's budget planning process.
- 7. Final Report and Presentation
  - a. Deliver a comprehensive report detailing findings, methodologies, and recommendations.
  - b. Provide an implementation plan, including estimated costs and timelines.
  - c. Present findings to City leadership and stakeholders.
- 8. Post-Implementation Support
  - a. Provide support for a specified period following the study's completion to assist with implementation and address any emerging issues.

#### **IV. Deliverables**

- a. Updated existing classification and compensation plan.
- b. Recommendations for implementation and maintaining the proposed system.
- c. Tools for ongoing internal equity and market competitiveness monitoring.
- d. Training for HR staff to manage the system.
- e. A post-implementation support plan.
- f. Communication materials for stakeholder updates.

#### **V. Proposal Submission Requirements**

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. Key Personnel  
List the individuals who would work with the City on an ongoing basis, including their professional qualifications and relevant experience.

3. **Approach to Services**  
Describe your methodology for delivering the services outlined in this RFP. Include a detailed cost proposal with a “not to exceed” amount.
4. **Relevant Experience**  
Share examples of work products related to the scope of services, demonstrating your expertise and capabilities.
5. **Communication**  
Detail your employee communication capabilities and provide sample materials to illustrate how you engage effectively.
6. **Reference and Client Lists**  
Provide contact information for three governmental 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.
7. **Confidentiality and Conflict of Interest Disclosure**  
Include a confidentiality statement of City data and a disclosure of any conflicts of interest with City staff or officials.

## **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, cost, 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 Compensation Study” and delivered to:

Randy Keasling  
City of Great Bend  
1209 Williams  
Great Bend, KS 67530

Submission Deadline: February 20, 2026, by 12:00 PM CST. Late submissions will not be accepted.

The bid opening will take place at 1:00 PM on February 20, 2026, in the City Council Chambers at 1209 Williams, Great Bend, KS, 67530.

For questions you may contact Randy Keasling by email at [rkeasling@greatbendks.gov](mailto:rkeasling@greatbendks.gov) or phone at 620-793-4111. The deadline for submitting questions is February 17, 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. Selection will not be based solely on cost but consider a combination of pricing, qualifications, and scope of services offered.

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

### **IX. Timeline**

The City anticipates selecting a consultant by March 2, 2026. Upon selection, the consultant must schedule a kickoff meeting within five (5) 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 early June to align with the City's budget planning process
5. Draft report submission
6. Final report presentation
7. Implementation
8. Post-implementation support

### **X. Additional Requirements**

1. Insurance and Indemnification
2. Consultants must provide proof of professional liability insurance and include an indemnification clause protecting the City against liabilities arising from the study.
3. Addenda Acknowledgement
4. Proposers must acknowledge receipt of all addenda issued during the RFP process.
5. Penalty for Late Delivery
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 Great Bend looks forward to your proposal and appreciates your interest in supporting the development of our workforce through this critical initiative.