



Request for Proposal-Butts County Georgia-Wage and Hour Classification, Compensation and Staffing Study (2026)

1. Introduction and Invitation

Butts County, Georgia (the “County”) hereby invites qualified consulting firms to submit proposals to provide professional services related to a comprehensive **Wage and Hour Classification, Compensation, and Staffing Study** for Butts County government.

The County seeks an experienced firm specializing in wage and hour classification, compensation analysis, and organizational staffing studies for local government entities. The selected firm will evaluate the County’s current classification and compensation structure, determine and provide a new or updated classification and compensation plan, ensure compliance with applicable wage and hour laws, recommend updates where appropriate, and assess staffing levels necessary to adequately and efficiently provide County services. The desired outcome is classification and compensation plan that is structured properly and compensates competitively for a county anticipated to experience high growth in the next 5 years, and which anticipates workforce growth necessary to maintain a health service delivery level over that time.

2. Purpose and Objectives

The purpose of this RFP is to obtain professional consulting services to:

- Evaluate the County’s existing wage and hour classification plan.
- Review, analyze, and reclassify job positions as appropriate.
- Determine equitable and competitive compensation ranges.
- Assess staffing levels necessary to effectively deliver County services.
- Ensure compliance with applicable federal and state wage and hour laws.
- Provide clear, defensible recommendations for implementation.
- Provide a growth pathway which will determine when additional positions or new positions will likely be needed and when these should be planned for and implemented.

The County’s objective is to establish a modern, equitable, legally compliant, and sustainable classification and compensation system that supports recruitment, retention, and operational efficiency. This includes developing a roadmap for determining growth in personnel and positions when certain benchmarks are reached, such as population basis, industrial and commercial growth projections and associated service delivery growth.

3. Scope of Services

Proposers shall provide a detailed Scope of Services addressing, at a minimum, the following components. Firms may recommend additional tasks they believe are necessary to meet the project objectives. These components include:



Request for Proposal-Butts County Georgia-Wage and Hour Classification, Compensation and Staffing Study (2026)

A. Project Management and Kickoff

- Conduct a project kickoff meeting with County leadership and designated staff.
- Develop a detailed work plan and communication strategy.
- Identify key milestones, deliverables, and decision points.

B. Review of Existing Classification and Wage Structure

- Review the County's current classification plan, job descriptions, pay grades, and salary schedules.
- Evaluate Fair Labor Standards Act (FLSA) exemption status, and wage and hour classifications.
- Identify internal equity issues, compression, misclassifications, and outdated roles.

C. Job Analysis and Reclassification

- Conduct job analyses using interviews, questionnaires, desk audits, or other accepted methodologies.
- Review and provide updated, comprehensive job descriptions for all positions.
- Recommend reclassification of positions where appropriate, including FLSA status.
- Establish consistent classification standards across departments.

D. Compensation Analysis

- Conduct a compensation market study using appropriate benchmark jurisdictions and comparable positions within the competitive Butts County job market area.
- Analyze internal and external equity.
- Recommend salary ranges, pay grades, and compensation structures.
- Address pay compression, progression, and career ladders where applicable.

E. Staffing Level Analysis

- Evaluate current staffing levels by department and function.
- Assess workload, service demands, and operational requirements.
- Identify staffing gaps, redundancies, or inefficiencies.
- Recommend staffing levels necessary to adequately provide County services today with a growth plan to support at minimum a five-year period (2027-2032 range).

F. Implementation Support

- Provide implementation options and cost scenarios.
- Assist with presentation of findings to County management team and/or the Board of Commissioners.
- Provide documentation and tools necessary for implementation.



Request for Proposal-Butts County Georgia-Wage and Hour Classification, Compensation and Staffing Study (2026)

G. Final Deliverables

- Comprehensive written report of findings and recommendations.
- Updated classification plan and compensation structure.
- Staffing analysis summary.
- Executive summary suitable for public or governing body presentation.

4. Proposal Submission Requirements

Proposals shall be clear, concise, and organized in the following format:

A. Cover Letter

- Firm name and contact information.
- Primary contact person.
- Brief statement of interest and understanding of the project.

B. Company Background and Qualifications

- History and background of the firm.
- Demonstrated experience conducting classification, compensation, and staffing studies for local governments.
- Description of similar projects completed within the last five (5) years.
- Resumes of key personnel who will be assigned to the project.

C. Proposed Scope of Services and Methodology

- Detailed description of the proposed approach to completing the Scope of Services.
- Description of methodologies and tools to be used.
- Identification of County staff involvement required, such as Executive, Department Leadership and Staff.

D. Project Schedule

- Proposed timeline showing major tasks, milestones, and deliverables.
- Estimated duration of the project.

E. Cost Proposal

- Total fixed price or not-to-exceed cost for all services.
- Itemized breakdown of costs by task or phase
- Identification of any optional services and associated costs.

F. References

- At least three (3) references from local government clients for whom similar services were provided.



Request for Proposal-Butts County Georgia-Wage and Hour Classification, Compensation and Staffing Study (2026)

5. Evaluation and Selection Criteria

Proposals will be evaluated by a selection committee using criteria that may include, but are not limited to:

- Firm experience and qualifications.
- Demonstrated understanding of local government compensation and classification systems.
- Quality and clarity of the proposed methodology.
- Experience of assigned personnel.
- Proposed schedule.
- Cost and overall value to the County.
- References.

The County reserves the right to interview selected firms prior to final selection.

6. General Conditions

- The County reserves the right to reject any or all proposals.
- The County may waive informalities or irregularities in proposals.
- All costs incurred in preparing a proposal shall be the responsibility of the proposer.
- Proposals become public records in accordance with Georgia law.
- The selected firm will be required to enter into a contract acceptable to the County.

7. Submission Instructions

Proposals must be submitted in the manner and format specified below:

- **Submission Deadline:** August 17, 2026 by 2:00 PM EDST
- **Submission Method:** In-Person Delivery, US Mail or Private Courier
- **Submission Address / Contact:** Board of Commissioners Office

Butts County Commissioners Office
Attn: Office of the County Manager
625 West Third Street, Suite 4
Jackson, Georgia, 30233
Re: RFP for Consulting Services/Class and Comp

Late proposals will not be considered.



Request for Proposal-Butts County Georgia-Wage and Hour Classification, Compensation and Staffing Study (2026)

8. Questions and Addenda

Questions regarding this RFP must be submitted in writing by no later than the deadline specified below:

- **Questions Due:** Thursday, August 6, 2026 by 12:00 PM
- **Responses Issued:** By Monday, August 10, 2026 at 4:00 PM

Any addenda issued by the County shall become part of this RFP.

9. County Contact

All communications regarding this RFP shall be directed to:

J. Michael Brewer, Deputy County Manager
625 W. Third Street, Suite 4, Jackson Georgia 30233
E-Mail: jmbrewer@buttscounty.org
770-775-8200

Sharon Robinson, Human Resources Director
625 W. Third Street, Suite 4, Jackson Georgia 30233
E-Mail: srobinson@buttscounty.org
770-775-8200