

**DOUGLAS COUNTY GEORGIA BOARD OF COMMISSIONERS  
Purchasing Department**

**REQUEST FOR PROPOSALS**

**CLASSIFICATION AND COMPENSATION STUDY AND ANALYSIS  
Solicitation No. 16-014**

The Douglas County Board of Commissioners is soliciting RFPs from experienced consultants to conduct a comprehensive classification and compensation study and analysis. The study shall evaluate the County's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors.

Douglas County will select the consultant through a competitive proposal process; however, the proposal must be submitted in a sealed envelope. Following the selection of the consultant deemed most qualified, the County and selected consultant will negotiate an agreement for the required services.

Copies of this Request for Proposal may be obtained by contacting the Douglas County Purchasing Department, at 8700 Hospital Drive, Douglasville, GA, (770.920.7247) and is also available on the Purchasing Department website, located at [www.celebratedouglascounty.com](http://www.celebratedouglascounty.com).

Sealed proposals in response to this Request must be sent to:

Mr. Bill Peacock, Purchasing Director  
Douglas County Board of Commissioners  
Purchasing Department  
8700 Hospital Drive  
Douglasville, Georgia 30134

Proposals (one original unbound and four (4) bound copies) may be mailed or hand delivered to the Board of Commissioners, Mr. Bill Peacock, Purchasing Director, **no later than 2:00 p.m. ET, Friday, September 16, 2016** so they may be included in a formal proposal opening at the Douglas County Courthouse. Each response should be marked on the outside of the envelope with: **"RFP – Compensation Study and Analysis, September 16, 2016", Solicitation 16-014.**

All questions regarding the Proposal should be emailed or faxed (770-920-7219) to the Purchasing Department, [bpeacock@co.douglas.ga.us](mailto:bpeacock@co.douglas.ga.us), by no later than **5:00 PM, Wednesday, September 7, 2016**. Responses will be provided by **5:00 PM, Friday, September 9, 2016**.

Douglas County reserves the right to waive any informality, to reject any and all proposals, to evaluate proposals, to accept portions of any proposals which, in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the scope of the project when the contractor is selected and during contract negotiation.

All submissions become property of the County and will not be returned to the submitting company.

All costs associated with the submission preparation will be borne by the submitting company.

No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the bidder. No proposal may be withdrawn within ninety (90) days after the proposal opening and all proposals shall remain firm during this period.

Ad: 8/24 and 8/26