

Franklin County Schools
Comprehensive Salary Study
Request for Proposals (RFP)

Project Overview

Franklin County Schools (FCS) invites qualified consulting firms to submit proposals to conduct a Comprehensive Salary Study for the school district. The purpose of this study is to review and evaluate the compensation of all district employees, both certified staff (teachers, principals, or any employee paid off the state certified salary table) and classified staff (support, administrative, and operational personnel), to ensure competitive, fair, and equitable pay scales. The selected firm will analyze current salary structures (including state-mandated teacher pay and local salary schedules) and benchmark them against comparable districts to provide recommendations that will promote both internal equity and external competitiveness in compensation.

Background: FCS serves approximately 8,000 students across 16 schools, with about 1,050 employees (583 teachers and 472 support staff). Like all NC districts, teacher base pay is set by the state schedule, with FCS adding local salary supplements and bonuses. Classified staff are paid from district-maintained salary tables. Extra-duty stipends are provided for coaching, band, etc. The last comprehensive review was many years ago. FCS now seeks a vendor to update its compensation structure to ensure it is fair, competitive, and sustainable.

Scope of Work

The selected vendor will provide a comprehensive analysis of compensation covering all FCS staff. Tasks include:

- Review of All Positions: Evaluate pay for all certified and classified staff, including central office, maintenance, transportation, child care, and child nutrition roles.
- Classified Salary Table: Review current classification and pay structure for classified staff; identify inequities and recommend updates.
- Certified Staff Compensation: Analyze local salary supplements and bonuses (state base is set); compare with other NC districts; recommend adjustments.
- Stipends: Review coaching, band, and extracurricular stipends; benchmark against peer districts; recommend changes.
- Central Office Roles: Assess compensation for directors, coordinators, and support leaders in maintenance, transportation, child nutrition, etc.
- Benchmarking: Conduct market surveys of comparable NC districts and regional/national norms.
- Internal Equity: Identify pay compression or inequities and recommend solutions.
- Recommendations: Propose updated salary tables, supplement/bonus adjustments, stipend revisions, and strategies for implementation.
- Deliverables: Comprehensive written report, cost analysis, implementation strategies, and presentation to the Board of Education.

Vendor Qualifications and Experience

Vendors must demonstrate expertise in compensation studies, preferably for K-12 school systems. Desired qualifications include:

- Extensive experience with salary/classification studies for school districts or public entities (NC experience preferred).
- Qualified staff with HR/compensation expertise (CCP, PHR, SPHR certifications desirable).
- Ability to collect and analyze salary data from comparable districts.
- Strong communication skills; ability to present findings to the Board and stakeholders.
- At least 3 references from similar projects, including school districts if possible.
- Financial stability and no conflicts of interest.

Proposal Submission Requirements

Proposals should include:

1. Cover Letter/Executive Summary: Signed by an authorized representative.
2. Company Profile: Overview of the firm, size, staff, and office location managing the project.
3. Qualifications & Experience: Description of relevant projects, resumes of key staff, and references.
4. Methodology & Work Plan: Detailed approach to data collection, benchmarking, analysis, and reporting.
5. Timeline: Proposed schedule of tasks and deliverables.
6. Cost Proposal: Detailed, itemized costs with a firm fixed price or not-to-exceed budget.
7. Sample Deliverables: Example report sections or data visuals (if available).
8. References: At least 3 relevant references with contact information.
9. Other Required Forms: Any compliance certifications, if applicable.

Evaluation Criteria

Proposals will be evaluated on:

- Experience & Qualifications: Demonstrated expertise in K-12/public sector compensation analysis.
- Methodology: Soundness and clarity of approach; understanding of NC context.
- Timeline: Feasibility and efficiency of the proposed schedule.
- Cost: Reasonableness and value relative to scope and deliverables.
- Proposal Quality: Completeness, clarity, and professionalism of submission.
- References: Strength of client feedback from similar past projects.

Anticipated RFP Schedule

Tentative schedule (subject to adjustment):

- RFP Issue Date: 11/3/2025
- Deadline for Questions: 11/14/2025
- Proposal Due Date: 11/21/2025
- Evaluation Period: 11/22/2025-1/12/2026
- Expected Award Date: 1/12/2026

Submission Instructions and Contact Information

Submit sealed proposals clearly labeled “RFP – Comprehensive Salary Study” to:

Franklin County Schools
Attn: Freda Clifton
53 West River Road
Louisburg, NC 27549

Electronic copies (PDF) may also be emailed, but the official submission is the physical sealed package. Late or faxed proposals will not be accepted.

Contact for Questions:
Freda Clifton, Executive Director of Human Resources
Email: fredaclifton@fcschools.net
Phone: 919-496-2600

All questions must be submitted by the deadline. Responses will be shared with all interested vendors via an addendum.