

Purchasing Department  
1320 West Main Street Suite 305  
Franklin, TN 37064-3700  
Phone (615) 472-4010



**WILLIAMSON COUNTY SCHOOLS  
REQUEST FOR PROPOSALS  
WCS RFP #1388 HUMAN RESOURCES COMPENSATION SALARY STUDY  
Released on Tuesday, October 28, 2025**

Williamson County Schools is accepting proposals from qualified firms to perform a comprehensive salary study. Sealed proposal documents must be mailed or hand delivered to Williamson County Schools, Central Office, 1320 West Main Street, Suite 202, Franklin TN 37064, Attn: Kirk Elliott, by or before **10:30am on Tuesday, November 18, 2025** at which time they will be publicly opened. Submissions will be time stamped for authenticity by WCS Purchasing Department. Emailed or faxed submissions will not be accepted.

Sealed proposals must be marked “WCS RFP #1388 Human Resources Compensation Salary Study.” Service providers may include any related literature, brochures, or other proposal materials pertinent to the proposal submittal if they wish. Absolutely no submissions will be accepted after the deadline of 10:30am on Tuesday, November 18, 2025.

THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED PROPOSAL ENVELOPE:

- WCS RFP #1388
- Company Name
- Company Address
- Date and Time of Proposal Opening (10:30am Tuesday, November 18, 2025)

THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED PROPOSAL ENVELOPE:

- Drug Free Workplace Affidavit (signed)
- Criminal Background Check Affidavit (signed)
- Certificate of Iran Divestment Act (signed)
- Certificate of Non-Boycott of Israel (signed)
- Signed and Dated Qualification Cover Sheet

## **1. Introduction**

Williamson County Schools (WCS) is seeking proposals from qualified consulting firms to conduct a comprehensive Compensation Salary Study. The goal is to evaluate current compensation practices, ensure market competitiveness, and promote internal equity across all job classifications.

## **2. Background**

Williamson County Schools (WCS) is a public school district with approximately 7,000 employees and serving 40,000 students. WCS has fifty-two (52) school sites which include twenty-nine (29) Elementary Schools, eleven (11) Middle Schools, one (1) K-8 School, and Eleven (11) High Schools. The district is also comprised of several operational departments which include Maintenance, Transportation, Food Service, School Ages Child Care (SACC), and Information Technology. The district consists of the following elements:

- a. Certified Educators includes teachers, school administrators, curriculum specialists, etc.
- b. Classified Staff are all other personnel who are not Certified.

All Employee pay advances annually based on the approved percentage if applicable. Some employees also receive additional increases when they move to the next step or band, based on experience.

The educator scale stops at 21 years of experience and the classified scale stops at 16 years of experience.

## **3. Services Requested/Scope of Work**

WCS seeks proposals from consultants experienced in compensation structure, analysis, and comparison to assist in evaluation and reviewing compensation based on current market values.

Scope of service will include:

- a. Review current compensation structure and policies.
- b. Conduct a comprehensive compensation survey, identifying comparable organizations and competitive labor markets for all position classifications. Evaluate pay structure relative to current labor market conditions and comparing the cost of living in competing market areas to assure the school district remains competitive for hiring at various levels of employment, including compensation analysis and reporting based on similarly situated employees, similar skills, qualifications, responsibilities, and pay, using job family groupings and EEO job categories that comport with EEOC guidelines for government employers.

- c. Conduct external market benchmarking using relevant labor market data and cost of living data (utilizing comparable cost of living areas around the country to Williamson County) and recommend placement of positions based on market survey and internal analysis.
- d. Analyze internal equity across departments and job classifications.
- e. Evaluate job descriptions and classifications for consistency.
- f. Recommend updated salary ranges and pay grades. Please refer to the WCS current paychart at <https://www.wcs.edu/careers/pay-charts-schedules>
- g. Recommend compensation strategies or components that may be appropriate for public K-12 school systems including a recommendation for or against merit or incentive pay for teachers only.
- h. Provide implementation guidance and communication strategies. It is likely impractical for a full implementation before the next fiscal year begins July 1, 2026. It is our intent for implementation to be effective July 1, 2027 to allow for thoughtful internal discussion, planning and budgeting; therefore any appropriate adjustments for timing must be factored into your recommendations. We do not wish for compensation data to be a year old at implementation date.
- i. Prepare and present an analysis outlining the findings of the survey.

#### **4. Deliverables**

The final deliverables should include:

- A comprehensive report detailing findings, methodology and recommendations.
- Updated salary structure with market-aligned ranges with socioeconomic based considerations that account for cost of living in Williamson County.
- Pay grade structure and classification recommendations – proposal must include a new pay grade, job structure and classification. Please note current information at <https://www.wcs.edu/careers/pay-charts-schedules>
- Executive summary and presentation for Cabinet leadership.

During the project timeline, a brief progress report (less than one page is acceptable) at the end of February and end of March shall be made to the WCS project committee.

#### **5. Proposal Requirements**

Interested firms must submit a proposal that includes the following information but also complies with RFP requirements as disclosed in this document.

- Company overview and relevant experience
- Description of proposed methodology
- Project team bios and roles
- Detailed project timeline
- Itemized cost proposal

- At least three client references, including two from public K-12 LEA's

## 6. Evaluation Criteria

Proposal will be evaluated based on:

- Experience with other public K-12 LEA's as validated by references checked by WCS personnel
- Quality and clarity of methodology
- Cost-effectiveness
- Project timeline and capacity

## 7. Timeline

Activity	Target Date
RFP Release Date:	Tuesday, October 28, 2025
Deadline for Questions:	3:30pm on Wednesday, November 5, 2025 Submit to kirke@wcs.edu
Proposal Submission Deadline:	10:30am on Tuesday, November 18, 2025
Evaluations and Final Recommendation to Board:	Between November 2025 and January 2026 with award to be made around mid-January 2026
Project Start Date:	By or before the first week of February 2026
Required Completion Date:	May 1, 2026 – <b>Firm</b>

WCS School Board through its designees will oversee the approval of the award for this project and especially the funding. All WCS projects are contingent upon funding by the Board. If the project is not funded, the project will not proceed.

## 8. Terms and Conditions

WCS reserves the right to reject any or all proposals.

All deliverables will become the property of WCS.

**WILLIAMSON COUNTY SCHOOLS  
REQUEST FOR PROPOSALS  
WCS RFP #1388 HUMAN RESOURCES COMPENSATION SALARY STUDY**

This Cover Sheet must be attached as the first page of the submitted RFP packet.

I, \_\_\_\_\_ (print name), \_\_\_\_\_  
(title), verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth within. By signing this document and submitting my proposal in a sealed envelope with Williamson County Schools, I fully acknowledge and accept the language contained within this RFP document.

Notice: If you find any of the language, terms, conditions or specifications unacceptable, then please do not submit your qualifications statement for this project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please attach relevant information pursuant to the requests detailed above. Including this cover page and required completed affidavits, it is requested that submissions be no more than 25 pages in total.

**Proposed Project Cost**      \$ \_\_\_\_\_

**DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as *follows*:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith naught.

**Principal Officer**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_

**CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

**Principal Officer**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

**Certification Requirements.**

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

**CERTIFICATION:**

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Respondent Name Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## **CERTIFICATE OF NON-BOYCOTT OF ISRAEL**

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees.

A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

**Certification Requirements.** Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

### **CERTIFICATION:**

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

\_\_\_\_\_  
Printed Name and Title of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_