

# Great Parks of Hamilton County Request for Proposal Compensation Study April 1, 2026

## **I. Introduction**

Great Parks of Hamilton County (Great Parks) is requesting bid proposals for a comprehensive compensation study. This Request for Proposal Bid Packet shall be made part of the compensation consultant's bid proposal and will serve as the contract for this service.

## **II. Background Information**

Great Parks was established in 1930 as a park district and is a separate political subdivision of the State of Ohio, governed by a Board of Park Commissioners.

Support by funding from two ten-year property tax levies, grants, donations and fees, Great Parks' mission is to protect nature and inspire communities to explore, learn and care for the outdoors.

Great Parks protects 22 parks and nature preserves and 4 conservation areas totaling approximately 18,000 acres.

## **III. Scope of Work**

Great Parks is seeking the services of a **compensation consultant to conduct a comprehensive compensation analysis**. The Respondent's ability to demonstrate experience conducting a comprehensive compensation review will be considered. Great Parks is also interested in obtaining exceptional customer service.

Great Parks will contract directly with a compensation consultant capable of performing the requirements of this Request for Proposal. Respondents submitting a proposal for all the services described in this Request for Proposal must specifically address all of the requirements in Section IV. Any questions or requests for clarification must be directed to: Molly deJesus, Chief of Human Resources, Great Parks, at [mdejesus@greatparks.org](mailto:mdejesus@greatparks.org) or by calling (513) 728-4525.

1. Conduct and participate in weekly (at a minimum) calls with the Great Parks team regarding status and progress of the project.
2. Complete a competitive market analysis, using compensation data from industry leaders in compensation analysis; local, regional and national data; and to include industry specific (to align with positions) and public sector data (when available), for approximately 140 jobs.
3. Incorporate, when available, suitable industry-specific or local surveys provided by Great Parks.
4. Review and recommend updates to the current Great Parks pay grade structure (using a compa-ratio model).
5. Conduct an internal equity analysis of the current employee roster (220 full-time and 720 part-time), relative to compa ratio, with recommendations. The compensation data analysis is required to be complete and presented to Great Parks in a usable format.
6. Develop supporting implementation materials which may include written compensation administration guidelines and supervisor/manager compensation training materials.
7. At the conclusion of the project, no later than July 31, 2026, provide an executive summary of comprehensive compensation analysis outcomes, and a corresponding PowerPoint deck (reflecting the executive summary) presentation for Great Parks managers.

#### **IV. Request for Proposal Requirements**

It is the intent of Great Parks to award a contract provided the proposal has been submitted in accordance with the requirements of the **compensation consultant** Request for Proposal. Great Parks shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal, which in Great Parks' judgment, is in Great Parks' own best interests.

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In determining the best proposal, the following items will be considered in addition to the proposal amount:

**A. Company Qualifications**

1. Describe the history and organization of your firm. Include your main business, number of employees, and number of offices/ locations.
2. Name the principal and other key personnel who will be fully responsible for the account. Provide resumes or statement of qualifications of the personnel assigned to the account.
3. Detail any impending changes in your organization that could impact the delivery of services.
4. Describe capability to perform compensation consultation duties in full compliance with all Federal, State and local laws and regulations.
5. Describe your experience with conducting a comprehensive compensation analysis for organization(s). How many compensation clients do you have/ have you had? How many public sector clients does your team service?

**B. Expertise- Conceptual Strategy**

1. Describe your conceptual strategy for a comprehensive compensation analysis.
2. Describe any special analysis you would provide to help manage our compensation model at Great Parks.

**C. Service to Account**

1. Describe the format and regularity of communication with clients conducting a compensation analysis. Also describe the form, frequency, and substance of meetings, to discuss the analysis, review and recommendations regarding the compensation analysis.

**D. Legal/ Compliance – Risk Evaluation and Control**

1. Do you have in-house legal advisors or outside counsel who provide guidance to you and your clients?
2. Indicate any training, education or other technical or employee services available from your firm and the servicing office, as well as the frequency with which such services are available.

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3. Please indicate if any client has filed an error and omissions claim against your firm.

## **E. Reporting & Analytics**

1. Describe and provide examples of the compensation (market data, pay scales, internal communication) reporting available to clients.

## **F. Compensation – Fee Structure**

1. Describe the method(s) by which your firm is compensated, such as fees, commissions, or a combination of both.
2. Submit any pricing/ cost data critical to carrying out this project.
3. If the firm provides unique or proprietary services, submit a description of such services and the fee including fixed price and/or hourly billing rates.
4. Confirm your proposed fee is all inclusive for the scope of work outlined in your submitted proposal.
5. Has your firm been subject to any lawsuits or settlements that are specific to compensation disclosure or practices within the last five years?
6. Based on the information provided and the services requested, what is your proposed annual fee? Please make certain to detail what services are included in your annual fee and what services require an additional expense.

## **G. References**

Please list at least three (3) references from other entities similar in size and scope, preferably from public sector clients.

## **H. Interview**

Great Parks staff will evaluate all submittals and choose a short list of compensation service providers to be interviewed. These selected compensation consultants will be notified and will receive information, dates, and times prior to interviews. Compensation consultants selected for an interview (remote by Teams) will be required to make a :30 minute presentation, with :15 additional minutes for questions, on May 12, 2026 or May 13, 2026. Selection of the firms to be interviewed is based on the submitted written responses to Section IV.

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## **V. General Requirements**

### **A. Other Documents Required**

Prior to acceptance of the proposal and prior to performing work, the Benefit Broker shall furnish proof of the below required documents:

1. New Vendor Form (if applicable, for Great Parks Finance Department purposes).
2. Signed and completed Indemnification Section (pages 7-8).
3. Initial all pages (1-9) in the area provided on the footer of each page.

All proposals must be submitted in writing. Criteria that will be used to determine award are listed in Section IV above.

### **B. Proposal Deadline**

Proposals should be sent to Molly deJesus, Chief of Human Resources, Great Parks, no later than April 29, 2026 at 4:00 p.m.

### **C. Submittal Requirements**

Proposals are due by 4:00 p.m., April 29, 2026. This entire signed and initialed Request for Proposal, including any additional documents provided, shall be submitted to Molly deJesus, Chief of Human Resources, Great Parks, 10245 Winton Rd, Cincinnati, OH 45231. Hard copy proposals may be emailed, mailed, or hand delivered but it is the responsibility of the bidder to ensure the submittal has been received by the deadline.

Proposal files shall contain the compensation consultant's name and "Compensation Consultant". The initiated Request for Proposal and completed indemnification section must be included with the submittal.

### **D. Acceptance of Proposal (Award)**

It is the intent of Great Parks to select a compensation consultant in accordance with the requirements listed in Scope of Work (Section III). Great Parks shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal, which in Great Parks' judgement, is in Great Parks' own best interests.

**E. General Notes**

1. Great Parks is tax exempt.
2. Great Parks reserves the right to reject any and all requests for proposals.
3. Cancellation - This agreement may be canceled by either party thirty (30) days after written notice is given. However, no party may exercise this right for the first ninety (90) days the contract is in effect. Notwithstanding of these provisions, any failure to either meet contract specifications or comply with delivery requirements shall be cause for immediate cancellation.

**F. Indemnification**

To the fullest extent permitted by law, the Service Provider shall indemnify and hold harmless, Great Parks, Great Parks’ consultants, agents, vendors and employees from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of the Service Provider, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In claims against any person or entity indemnified under this section by an employee of the Service Provider, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Service Provider or a Subcontractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.

**Proposal Acknowledgement**

We, the undersigned, having familiarized ourselves with the Request for Proposal prepared by Great Parks of Hamilton County, do hereby propose to furnish all labor, materials, equipment, and supervision required for:

**Great Parks of Hamilton County  
Compensation Study  
Request for Proposal**

We acknowledge and agree that the RFP and all documents submitted in response thereto (except to the extent that such submittals contradict the RFP) shall become the Agreement between the parties and shall be binding upon Supplier.

COMPANY: \_\_\_\_\_

BY (Name, Title): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Initial: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

WORK NO: \_\_\_\_\_

MOBILE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

State whether a: Corporation (\_\_\_), Partnership (\_\_\_), Sole Proprietorship (\_\_\_), Individual (\_\_\_)

Initial: \_\_\_\_\_

**EXHIBIT A  
PRICING PROPOSAL**

Please complete the following pricing proposal. The proposal should include all related fees.

<b>Description of Service</b>	<b>Total Cost of Study</b>
Comprehensive Compensation Study	

COMPANY: \_\_\_\_\_

BY (Name, Title): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Initial: \_\_\_\_\_