

January 20, 2026

### **Compensation Study Request for Proposal**

**Purpose:** Wake County Smart Start, Inc. (WCSS) is currently seeking quotes for a compensation study for 47 active positions. The study will help determine the competitiveness of salaries and benefits offered by WCSS along with adequacy of salary ranges. The study should incorporate a market-based analysis approach that evaluates existing compensation philosophy and strategy, reviews historical perspectives on compensation decisions, and assesses how current base salary practices and benefits align with comparable organizations.

#### **Scope of Work:**

- Conduct a market analysis of current compensation for all 47 positions and determine WCSS competitiveness.
- Compare WCSS benefits to market standards, including health, retirement, leave, and other commonly offered benefits.
- Benchmark WCSS pay and benefits against RTP-area nonprofits, education organizations, government agencies, and state/national data sources.
- Perform internal equity and compa-ratio analysis to assess alignment of employee pay with market data and salary ranges.
- Identify any needed adjustments to salary ranges, job mapping, or pay practices based on market findings.
- Provide a summary of findings related to employee costs, turnover trends, and other relevant workforce metrics.

**Time period:** Project to be completed by May 29, 2026. The timeline should allow for phases that may include discovery and data collection, market analysis, salary structure evaluation, employee pay analysis, benefits comparison, and communication guidance, recognizing that completion depends on timely access to job descriptions, organizational data, and staff availability for interviews if needed.

**Project Costs:** Respondents must propose a total cost for the project and payment terms. If relevant, proposals may outline phased billing tied to project milestones similar to common compensation consulting engagements.

**Proposal Requirements:** Proposal should include the following information: a description of the company and number of years in the industry; a description of the service team, including their position in the firm, total years, and types of experience; a statement of understanding of the work to be performed; methodology used to conduct the survey; references. Proposals should



demonstrate the firm's ability to conduct market-based evaluations using recognized survey sources, match jobs accurately, analyze internal equity, and provide recommendations for salary structure adjustments and benefits competitiveness. Proposals should also show capacity for clear communication of results and for providing guidance on how to implement and maintain equitable and competitive compensation practices.

**Due Date:** Proposals may be submitted no later than **5:00 p.m. February 10, 2026**, to the attention of: Gary Carr, Director of Finance, Wake County SmartStart, Inc., 4901 Waters Edge Drive, Suite 101 Raleigh, NC 27606 or via email to [gcarr@wakesmartstart.org](mailto:gcarr@wakesmartstart.org).

Attachments: WCSS Organizational Chart

# Wake County Smart Start Organization Chart

