



**IOWA CITY COMMUNITY
SCHOOL DISTRICT**
All In for All Kids

Educational Services Center

2255 N Dubuque Rd · Iowa City, IA 52245
(319) 688-1000 · www.iowacityschools.org

Iowa City Community School District **REQUEST FOR PROPOSALS**

Central Office Positions Compensation Study

Proposals Due July 14th, 2026

Matt Degner – Superintendent of Schools

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Cottrell for programming at cottrell.laura@iowacityschools.org or Chace Ramey for employment at proud.nick@iowacityschools.org, 2255 N. Dubuque Rd, Iowa City, IA 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker at ombuds@iowacityschools.org or (319) 688-1312.



REQUEST FOR PROPOSALS

Central Office Positions Compensation Study

Iowa City Community School District

The Iowa City Community School District ("ICCSA") is inviting proposals from qualified compensation consulting firms to conduct a comprehensive review and analysis of compensation for central office positions.

The purpose of this study is to assess the District's current compensation program for central office positions to determine alignment with the District's mission, strategic priorities, organizational needs, and labor market competitiveness.

The scope of this engagement is limited to central office positions and does not include a districtwide review of teacher salary schedules, school-based classified compensation schedules, extracurricular pay schedules, or other employee groups unless specifically identified by the District.

Responses to this Request for Proposal (RFP) will be accepted at the Educational Services Center of the Iowa City Community School District, 2255 N. Dubuque Road, Iowa City, Iowa 52245, until 4:00 PM on July 14th, 2026.

The Iowa City Community School District is not liable for any costs incurred by any person or firm responding to this RFP.

Questions prior to the submittal of the RFP are to be directed to:

Curt Pratt

Chief Operating Officer

pratt.curt@iowacityschools.org

Curt Pratt is the only contact for this project. Contacting School Board members, administrators, or other district staff regarding this RFP may be grounds for elimination from consideration. All questions must be submitted via email with the subject line: Compensation Study RFP

Matt Degner – Superintendent of Schools

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Cottrell for programming at cottrell.laura@iowacityschools.org or Chace Ramey for employment at proud.nick@iowacityschools.org, 2255 N. Dubuque Rd, Iowa City, IA 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker at ombuds@iowacityschools.org or (319) 688-1312.

GENERAL INFORMATION, TERMS AND CONDITIONS

INTRODUCTION

The Iowa City Community School District seeks proposals from qualified compensation and human resources consulting firms to conduct a comprehensive compensation study of central office positions.

The District intends to use the completed study to:

- Assess internal compensation equity among central office positions;
- Evaluate external market competitiveness;
- Identify compensation practices that support recruitment and retention;
- Ensure alignment with the District's mission and strategic priorities;
- Promote long-term fiscal sustainability; and
- Establish a framework for future compensation administration.

Applicants will be evaluated based on the selection criteria stated in Article IV, including responsiveness to this request. Final disposition, including authorization to enter into a contract, is reserved for the Iowa City Community School District Board of Directors.

BACKGROUND AND INTENT

The Iowa City Community School District is a public school district in Johnson County, Iowa. The District comprises five different municipalities, including Iowa City, Coralville, North Liberty, University Heights, and Hills.

The District presently provides pre-K-12 educational services for approximately 14,500 students enrolled from pre-kindergarten through grade 12. The District is composed of three comprehensive high schools, three middle schools for grades six through eight, and 20 elementary schools for Pre-K through grade five. The District also provides alternative education for grades 9 through 12 at Tate High School. The district employs approximately 2,600 employees.

The District seeks an objective review of compensation for central office positions. The study should evaluate current compensation structures, market alignment, internal relationships among positions, and future compensation strategies. Recommendations should recognize positions governed by collective bargaining agreements, individual employment contracts, board policies, or other contractual provisions.

Matt Degner – Superintendent of Schools

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Cottrell for programming at cottrell.laura@iowacityschools.org or Chace Ramey for employment at proud.nick@iowacityschools.org, 2255 N. Dubuque Rd, Iowa City, IA 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker at ombuds@iowacityschools.org or (319) 688-1312.



The resulting recommendations should support the District's ability to attract, retain, and develop high-quality leadership and professional staff while maintaining fiscal responsibility.

SCOPE OF SERVICES

The consultant shall provide all services necessary to conduct a comprehensive compensation study for central office positions.

1. Compensation Assessment

- a. Conduct a review of current compensation practices and structures applicable to central office positions.
- b. Review current job descriptions, organizational relationships, reporting structures, and compensation practices.
- c. Analyze compensation alignment with District strategic goals and organizational needs.
- d. Identify strengths, challenges, and opportunities within the current compensation system.

2. Market Analysis

- a. Identify an appropriate comparison market for central office positions.
- b. Conduct salary and fringe benefit benchmarking against comparable Iowa school districts and other relevant public-sector and educational employers.
- c. Provide market compensation analyses for each identified position or classification.
- d. Identify positions that are below, at, or above market norms.
- e. Document all benchmarking methodologies and market data sources utilized.

3. Internal Equity Analysis

- a. Review internal compensation relationships among central office positions.
- b. Evaluate position responsibilities, scope, complexity, qualifications, and organizational impact.
- c. Assess pay compression, inversion, and equity concerns where applicable.
- d. Identify inconsistencies in compensation practices or placement within existing salary structures.
- e. Recommend methodologies for maintaining internal equity over time.

4. Compensation Structure Recommendations

- a. Recommend compensation structures, salary ranges, pay grades, or alternative compensation models as appropriate.
- b. Provide recommendations to improve market competitiveness and internal equity.
- c. Identify implementation options, including phased approaches if warranted.
- d. Provide estimated financial impacts associated with recommended changes.
- e. Consider fiscal sustainability and budget implications in all recommendations.
- f. Identify positions subject to collective bargaining agreements, employment contracts, board-approved agreements, or other compensation constraints and address implementation considerations accordingly.

5. Deliverables

Matt Degner – Superintendent of Schools



- a. A written report summarizing findings, methodology, analyses, and recommendations.
- b. Position-by-position compensation benchmarking results.
- c. Recommended salary structures and implementation options.
- d. Estimated cost analyses for implementation scenarios.
- e. Executive summary suitable for presentation to District leadership and the Board of Directors.
- f. Electronic copies of all final reports, supporting documentation, and data summaries.

6. Meetings and Presentations

- a. Participate in project kickoff meetings.
- b. Conduct stakeholder interviews and/or focus groups as mutually agreed upon.
- c. Provide periodic progress updates to District administration.
- d. Present preliminary findings to District leadership.
- e. Present final recommendations to the Board of Directors and/or designated Board committee.

DISTRICT INFORMATION AND SUPPORT

The District will provide available information necessary to complete the study, including but not limited to:

- Organizational charts (current and historic);
- Current salary schedules;
- Individual compensation data;
- Job descriptions;
- Relevant board policies;
- Applicable employment agreements;
- Collective bargaining agreements affecting identified positions; and
- Other information reasonably necessary to complete the scope of work.

RFP REQUIREMENTS

Proposals shall include the following, in the order listed:

1. Letter of Introduction and Interest

2. Firm Qualifications

- a. History of the firm;
- b. Areas of specialization;
- c. Relevant experience in K-12 public education compensation studies;
- d. Experience conducting compensation reviews for public-sector organizations.

3. Similar Projects - Provide a minimum of five comparable projects completed within the last five years, including:

- a. Client name;

Matt Degner – Superintendent of Schools



- b. Scope of services;
 - c. Project outcomes;
 - d. Reference contact information.
- 4. Project Team** - Identify all personnel assigned to the project and provide:
- a. Qualifications;
 - b. Relevant experience;
 - c. Roles and responsibilities.
- 5. Proposed Methodology** - Provide a detailed description of the proposed approach, including:
- a. Data collection methods;
 - b. Compensation analysis methodology;
 - c. Market benchmarking approach;
 - d. Timeline and project schedule;
 - e. Stakeholder engagement process;
 - f. Deliverables.
- 6. Cost Proposal** - Provide a complete fee proposal that includes:
- a. Professional fees;
 - b. Travel expenses;
 - c. Meeting costs;
 - d. Presentation costs;
 - e. Any additional expenses.
- 7. References** - Provide at least three professional references for similar projects.

INDEMNIFICATION AND INSURANCE

The contractor shall defend, indemnify, and hold harmless the District, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of services outlined herein and in any subsequent contract or agreement, except for injuries and damages caused by the sole negligence of the District.

PROVISIONS

1. Timing and sequence of events resulting from this RFP will ultimately be determined by the District.
2. The firm must certify that the personnel identified in its proposal will be assigned to the project unless otherwise approved by the District.
3. All responses must conform to the instructions contained in this RFP.
4. The Iowa City Community School District assumes no contractual obligations by issuing this RFP or evaluating proposals.
5. The District reserves the right to reject any or all proposals and waive minor irregularities.
6. The District reserves the right to amend this RFP through addenda.

Matt Degner - Superintendent of Schools



7. The District reserves the right to negotiate scope, schedule, fees, and contract terms with the selected firm.
8. No work may begin until a contract has been approved by the Board of Directors and fully executed.

EVALUATION CRITERIA

Proposals will be evaluated based primarily on:

1. Experience conducting compensation studies for K-12 school districts or public-sector organizations.
2. Qualifications and experience of the proposed project team.
3. Demonstrated understanding of compensation strategy, market benchmarking, and organizational design.
4. Quality and feasibility of the proposed methodology.
5. Ability to complete the project within the proposed timeline.
6. References and documented past performance.
7. Cost effectiveness and overall value of the proposal.
8. Responsiveness to the requirements of this RFP.

Emphasis will be placed on the consultant's understanding of public education compensation systems, analytical rigor, quality of recommendations, and ability to provide practical implementation guidance.

Responses to this request will be accepted at the Educational Services Center of the Iowa City Community School District, 2255 N. Dubuque Road, Iowa City, Iowa 52245, until 4:00 PM on July 14th, 2026.

Include only the requested information in the proposal. Additional material may be provided as appendices, but will not be included in the consultant selection scoring process. Firms are requested to clearly indicate the contact person's phone number and email address in order to ensure timely receipt of information about the selection process.

The School District reserves the right to supplement this announcement and may specify additional terms and conditions for providing the services. Any questions regarding this RFP and selection process should be directed to:

Curt Pratt
Chief Operating Officer
pratt.curt@iowacityschools.org

Proposals may also be submitted electronically to the contact identified above.

The School District reserves the right to supplement this announcement and specify additional terms and conditions for providing these services.

Matt Degner – Superintendent of Schools

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Cottrell for programming at cottrell.laura@iowacityschools.org or Chace Ramey for employment at proud.nick@iowacityschools.org, 2255 N. Dubuque Rd, Iowa City, IA 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker at ombuds@iowacityschools.org or (319) 688-1312.