



Employee Compensation Study

Request for Proposal (RFP)

**Responses due January 21, 2026, by 4:00 p.m.
C.S.T.**

**Pre-Proposal Conference
January 7, 2026, 3:00 p.m. C.S.T.
Virtual Meeting via Teams**

CENTRAL IOWA JUVENILE DETENTION CENTER
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December 1, 2025

The Central Iowa Juvenile Detention Center (CIJDC, the Center) is seeking proposals from qualified consulting firms experienced in the review and analysis of employee wages, merit increases, and compensation package systems.

Proposals are due no later than 4:00 p.m. CS.T., January 21, 2026. All proposals shall be submitted electronically using PDF format. Proposals should be sent to Latifah Faisal at LFaisal@storycountyiowa.gov

Copies of the Request for Proposals (RFP) will be on the CIJDC website located at www.CIJDC.com for inspection and may be obtained via email request at Lfaisal@storycountyiowa.gov.

A virtual pre-proposal conference will be held via Zoom on January 7, 2026, at 3:00pm C.S.T. Interested consulting firms click on the following [Teams link](#) to attend the conference.

Consulting firms shall aggregate their questions and requests for clarifications and submit them via e-mail to Latifah Faisal at Lfaisal@storycountyiowa.gov. Submissions should be no later than 4:00 p.m. C.S.T. on January 5, 2026. Such requests for clarification, and CIJDC's responses, will be supplied by January 7, 2026, by e-mail to all consulting firms that have received copies of the Request for Proposals (RFP), without identifying the source of the inquiry.

The Center reserves the right to reject all proposals, or any part of any proposals, or to waive informalities or defects in proposals, as the Executive Committee of the Center deems to be in the best interests of the Center.

Cordially,

Kyle Stecker, Chairperson
CIJDC Board of Commissioners

Introduction

The Central Iowa Juvenile Detention Center (CIJDC, the Center) is located in Eldora, Iowa, and is a specialized facility designed to house and rehabilitate juvenile offenders. With a capacity of 56 beds, the Center provides a secure environment for youth awaiting trial or adjudication. The facility features newly constructed pod living areas, enabling better separation and individualized attention for each resident. As part of the Iowa juvenile justice system, the center focuses on providing comprehensive programs and services aimed at promoting positive behavioral change and successful reintegration into the community. Since its inception CIJDC has strived to constantly improve the quality of care provided to youth and has continued to expand services to better serve children and families of Iowa. These expanded services include secure transportation services for juveniles and adult mental health, or substance use committal services, mental health and substance use evaluations, statewide drug testing for Iowa Health and Human Services, fiscal and employer of record services.

CIJDC is a 28E organization governed by a board of commissioners comprised of one County Supervisor from each member county. As of December 1, 2025, the Center employs 44 full-time benefited employees, 12 part-time employees across 20 classifications and operates on an annual operating budget of approximately \$40,400,000.00 with salaries and benefits of approximately \$5,300,000.00.

Currently the CIJDC uses a cost of living and merit pool system tied to the Center's annual job performance evaluation process. The merit pools and cost of living increases are approved by the Board of Commissioners in May for the next fiscal year beginning July 1.

CIJDC is soliciting proposals from qualified consulting firms, experienced in the review and analysis of salary and overall compensation systems. Our desire is to obtain a Consulting Firm who will assist the Center in reviewing its existing compensation and merit system including all benefits, analyze the current jobs performed by employees, determine the correct market pay for each position, establish the market value of the employee benefits package, and provide a market analysis of the total compensation package including salary and benefits. We expect the consulting firm to make recommendations for improvements to the existing system or implementation of a new compensation system along with any adjustments to pay and benefits that may be needed (e.g., referral bonus, signing bonus, flexible work hours, other incentives/benefits etc.).

To be considered, a consulting firm must be a full-service consulting firm with expertise in evaluating pay scales, benefits, job descriptions and market pay/benefit analyses. The consulting firm should be able to provide references from other comparable juvenile detention centers, county and/or state government agencies where similar work was performed.

The consulting firm must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request For Proposals (RFP).

The Center is not responsible for any costs incurred by the consulting firm in preparation of a proposal. CIJDC reserves the right to negotiate with the consulting firm submitting proposals in order to obtain the most favorable terms, conditions and pricing for the Center as determined by the Center in its sole discretion. Also, as deemed in the best interests of the Center by the Board of Commissioners, CIJDC reserves the right to reject any or all parts of the proposals.

Scope of Work

The successful consulting firm will be required to meet with the Center's Review Committee at the initiation of the study and provide a written presentation to the Board of Commissioners at the conclusion of the study. CIJDC expects ongoing and open communication between designated Center representatives and the consulting firm over the course of the study. All products and recommendations must comply with applicable State and Federal laws, including specifically equal employment opportunity, and enhance the Center's ability to obtain and retain qualified personnel.

The Central Iowa Juvenile Detention Center will provide the following information to the successful consulting firm:

- All existing job descriptions
- All wage and salary schedules
- All employee benefit schedules
- CIJDC Personnel Policies
- CIJDC Organizational Chart
- Job Performance Evaluation documents

Services to be Provided:

1. The Consulting Firm will review the current job descriptions and compensation system and determine whether a new compensation system would be needed to ensure internal equity and external competitiveness.
2. Conduct a comprehensive survey of external regional labor markets impacting market competitiveness for all positions in the Center (20 classifications).
 - a. This shall include public sector and private sector jobs with the same essential duties and functions.
 - b. This will include a review and market analysis of salary and benefits.
 - c. Make recommendations for changes to current classification system or adoption of a newly designed compensation system, which assures internal equity and external competitiveness.
 - d. The method in which to perform this analysis is to be determined by the Consulting Firm but should be based on wages and benefits established for the 2026 fiscal year.
 - e. The consulting firm will provide the Center with the final compensation study and proposed salary structure, electronically and in paper form.
3. Design and implementation strategy for any updated compensation system with the lowest financial impact and greatest gain to positions that fall outside of a designated range. The implementation plan should contain the total cost for implementation beginning July 1, 2026. The consulting firm will provide the Center with the implementation strategy.
4. If the compensation system is implemented, provide training to the Review Panel on the utilization and maintenance of the system. Additionally, provide necessary documentation and other materials for the Center to maintain the system independently of the consulting firm following the implementation of the job evaluation/compensation plan. Provide CIJDC with electronic copies of training materials and policies and procedures for the maintenance of the system.
5. As an option, provide a proposal for an annual review and update of the market analysis for each position including a description of the factors to be reviewed, methodology, final report, and staff training.
6. Provide pricing for future individual job description grading on an as-needed basis.

Proposal Instructions

Proposals must be received by the Review Committee, Central Iowa Juvenile Detention Center, by 4:00 p.m. C.S.T., January 21, 2026. Proposals shall be emailed to the attention of Latifah Faisal at LFaisal@storycountyiowa.gov

It is CIJDC's intention to enter into a contract as soon as practical after the proposals are evaluated. The successful consulting firm shall enter into a contract with the Central Iowa Juvenile Detention Center within 15 days of the notification of award or as soon as possible thereafter as determined by CIJDC.

Schedule for work is expected to allow for a target completion date of May 31, 2026. CIJDC is willing to be flexible on timeline to ensure a quality study and product.

Proposals will be evaluated on several factors including the consulting firm's understanding of the engagement to be performed, previous relevant experience of both the consulting firm and the individuals on the team performing studies of this nature, the consulting firm's ability and the flexibility to "customize" their services to meet CIJDC's needs and the associated costs.

The proposal should include the resumes of the members of the team and references from other municipalities or government agencies where similar work was performed.

The Center reserves the right to reject any and all proposals, or any part of any proposal, or to waive informalities or defects in proposals, as the Executive Committee of the Center shall deem to be in the best interests of the Center. By submitting a proposal, each consulting firm is ensuring that complete confidentiality of all Center information will be maintained by all consulting firm personnel.

By submitting a proposal, each consulting firm is ensuring that they are an Equal Opportunity Employer and that their employees and applicants for employment are not discriminated against because of their race, creed, color, sex, sexual orientation, genetic information, religion, disability, national origin, or any other characteristic protected by applicable law. By signing a contract with CIJDC, the successful consulting firm guarantees that they comply, or will comply with the above provision and all other applicable state and federal laws regarding public contract work, and agrees to indemnify and hold the Central Iowa Juvenile Detention Center harmless from any claims or damages incurred against or by the Central Iowa Juvenile Detention Center resulting from any non-compliance.

By submitting a proposal, each consulting firm is declaring that they are not in arrears to CIJDC for debts or unpaid invoices or any other obligation to the Center.