



TOWN OF FRONT ROYAL, VIRGINIA  
[www.frontroyalva.com](http://www.frontroyalva.com)

**REQUEST FOR PROPOSAL #36  
FOR**

**COMPENSATION AND CLASSIFICATION STUDY**

The Town of Front Royal is seeking a qualified firm or individuals, licensed to work in Virginia, to assist the Town's Department of Human Resources in evaluating the Town's current compensation and classifications. This study is being performed to ensure the Town's overall package of compensation and classification/job description is competitive for recruitment of new employees, retention of current employees, and competitive with any competing employers.

A Pre-Proposal meeting is scheduled for 3:00 P.M., Thursday, October 13, 2016 in the 2<sup>nd</sup> Floor Conference Room of the Town Hall, 102 E. Main Street. This will be a **MANDATORY** pre-proposal. Attendees will sign in as confirmation of their attendance. Prospective Offerors must attend in order to submit a proposal.

Sealed proposal will be received in the Purchasing Department, 102 E. Main Street, Front Royal, VA until 4:00 P.M., Tuesday, November 1, 2016. Any and all proposals received after that date and time would not be accepted. Fax or email proposals will not be accepted.

The proposal document detailing the service expectations and proposal format may be obtained from the Purchasing Department. Please contact Cynthia A. Hartman, Purchasing Agent, Town of Front Royal, P.O. Box 1560, 102 E. Main Street, Front Royal, Virginia 22630, phone (540)636-6889, fax (540)636-7473, or e-mail [cahartman@frontroyalva.com](mailto:cahartman@frontroyalva.com)

The document is also available on the Town website: [www.frontroyalva.com](http://www.frontroyalva.com)

All offerors shall abide by all applicable State and Federal laws.

The Town of Front Royal does not discriminate against small and minority businesses.

The Town of Front Royal reserves the right to accept or reject any or all proposals; to waive informalities; to negotiate with the lowest qualified Offeror in order to stay within available budget funding; and to award as deemed in its judgment to be in the best interest of the Town of Front Royal.