**ATTACHMENT 8**

**PRICING FORM**

Note: proposers must propose pricing for all three components in order to be responsive to the RFP’s requirements.

**Pricing Form #1, Staffing Rates - Proposal**

Please complete the table below and provide rates by each title. Rates should be inclusive of administrative expenses, labor, and travel.

|  |  |
| --- | --- |
| **Contractor Title** | **Rate Per Hour** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

**Pricing Form #2, Pricing Per Deliverable for Labor**

For each of the following tasks, enter the total number of billable hours, projected due dates, and the not to exceed/firm-fixed amounts.

| **Task Item Section** | **Task Description** | **Deliverable Due Date / Completion Date** | **Total Hours** | **Amount** |
| --- | --- | --- | --- | --- |
| **Component 1** | | | | |
| **2.4.1** | Communication   * Strategic planning meeting * Bi-weekly status updates |  |  | Not to Exceed  $ |
| **2.4.2** | Job Analysis   * Collect position description questionnaires * Collect written feedback * Conduct follow-up interviews * Analyze information collected * Determine whether duties performed are within scope of classification * Make recommendation on manager classification * Make recommendation on classification structure |  |  | Not to Exceed  $ |
| **2.4.3** | Report of Findings - Classification   * Prepare draft report * Facilitate meeting with HR and/or Executive Office |  | N/A | Firm Fixed  Price  $ |
| **2.4.4** | Job Documentation   * Develop position specific job description for every position reviewed * Amend and/or draft new classification specifications as necessary |  |  | Not to Exceed  $ |
| **2.4.5** | Job Evaluation   * Recommend a job evaluation methodology * Determine the relative internal value of each classification * Provide HR staff with training and written materials explaining the job evaluation methodology |  |  | Not to Exceed  $ |
| **2.4.6** | Internal Hierarchy   * Analyze existing hierarchy and identify problem areas * Propose revised internal hierarchy |  |  | Not to Exceed  $ |
| **2.4.7** | Compensation Review   * Analyze current compensation structure * Recommend benchmark classifications * Recommend comparator organizations * Conduct customized compensation survey * Analyze compensation survey data available to the Contractor and the AOC * Complete internal salary relationship analysis * Recommend salary range for every classification reviewed |  |  | Not to Exceed  $ |
| **2.4.8** | Report of Findings – Component 1   * Prepare draft report * Facilitate meeting with HR and/or Executive Office * Prepare final report including all findings and recommendations from component 1 |  | N/A | Firm Fixed Price  $ |
| **Total Amount For Labor – Component 1** | | |  |  |
| **Component 2** | | | | |
| **2.5.1** | Communication   * Strategic planning meeting * Bi-weekly status updates |  |  | Not to Exceed  $ |
| **2.5.2** | Job Analysis   * Collect position description questionnaires * Collect written feedback * Conduct follow-up interviews * Analyze information collected * Determine whether duties performed are   within scope of classification   * Identify appropriate career paths * Make recommendation on classification structure |  |  | Not to Exceed  $ |
| **2.5.3** | Report of Findings - Classification   * Prepare draft report * Facilitate meeting with HR and/or Executive Office |  | N/A | Firm Fixed  Price  $ |
| **2.5.4** | FLSA Review   * Evaluate information collected and make FLSA designation recommendation for each position * Provide written documentation in support of each recommendation * Facilitate meeting with HR, Legal Services Office, and Executive Office |  |  | Not to Exceed  $ |
| **2.5.5** | Job Documentation   * Develop position specific job description for every position reviewed * Amend and/or draft new classification specifications |  |  | Not to Exceed  $ |
| **2.5.6** | Job Evaluation   * Recommend a job evaluation methodology * Determine the relative internal value of each classification * Provide HR staff with training and written materials explaining the job evaluation methodology |  |  | Not to Exceed  $ |
| **2.5.7** | Internal Hierarchy   * Analyze existing hierarchy and identify problem areas * Propose revised internal hierarchy |  |  | Not to Exceed  $ |
| **2.5.8** | Compensation Review   * Analyze current compensation structure * Recommend benchmark classifications * Recommend comparator organizations * Conduct customized compensation survey * Analyze compensation survey data available to the Contractor and the AOC * Complete internal salary relationship analysis * Recommend salary range for every classification reviewed |  |  | Not to Exceed  $ |
| **2.5.9** | Report of Findings – Component 2   * Prepare draft report * Facilitate meeting with HR and/or Executive * Prepare final report including all findings and recommendations from component 2 |  | N/A | Firm Fixed  Price  $ |
| **2.5.10** | Appeal Process   * Propose an appeal process * Provide a written response for up to 50 appeals |  |  | Not to Exceed  $ |
| **Total Amount For Labor – Component 2** | | |  |  |
| **Component 3** | | | | |
| **2.6.1** | Communication   * Strategic planning meeting |  |  | Not to Exceed  $ |
| **2.6.2** | Training, guidance, oversight, and validation   * Provide training, guidance, and oversight on job evaluation methodology * Review and validate the analysis conducted by HR staff to ensure consistent application of methodology |  |  | Not to Exceed  $ |
| **2.6.3** | Report of Findings – Component 3   * Prepare draft report * Facilitate meeting with HR and/or Executive * Prepare final report including all findings and recommendations from component 2 |  | N/A | Firm Fixed Price  $ |
| **Total Amount For Labor – Component 3** | | |  |  |