

RFP Title: HCRC Class & Compensation Study

RFP Number: HCRC-CCS-17-22RB

**ATTACHMENT 9
PRICING FORM**

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

Pricing Form #1, Staff 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 <ul style="list-style-type: none"> • Strategic planning meeting • Bi-weekly status updates 			Not to Exceed \$

Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
2.4.2	Job Analysis <ul style="list-style-type: none"> • 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 classification structure 			Not to Exceed \$
2.4.3	Report of Findings - Classification <ul style="list-style-type: none"> • Prepare draft report • Facilitate meeting with Assistant Director and/or Executive Director 		N/A	Firm Fixed Price \$
2.4.4	Job Documentation <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Recommend a job evaluation methodology • Determine the relative internal value of each classification • Provide written materials explaining the job evaluation methodology 			Not to Exceed \$
2.4.6	Internal Hierarchy <ul style="list-style-type: none"> • Analyze existing hierarchy and identify problem areas • If necessary, propose revised internal hierarchy and method of implementation 			Not to Exceed \$

Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
2.4.7	Compensation Review <ul style="list-style-type: none"> • Analyze current compensation structure • Recommend benchmark classifications • Recommend comparator organizations • Conduct customized compensation survey • Recommend salary range for requested classifications, including any classification suggested for creation 			Not to Exceed \$
2.4.8	Report of Findings <ul style="list-style-type: none"> • Prepare draft report • Facilitate meeting with Asst. Director or Executive Director • 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 <ul style="list-style-type: none"> • Strategic planning meeting • Bi-weekly status updates 			Not to Exceed \$
2.5.2	Job Analysis <ul style="list-style-type: none"> • 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 \$

Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
2.5.3	FLSA Review <ul style="list-style-type: none"> • Evaluate information collected and make FLSA designation recommendation for each position • Provide written documentation in support of each recommendation 			Not to Exceed \$
2.5.4	Report of Findings – Component 2 <ul style="list-style-type: none"> • Prepare draft report of FLSA findings • Facilitate meeting with Assistant Director and/or Executive Director • Prepare final report including all FLSA findings and recommendations from component 2 		N/A	Firm Fixed Price \$
Total Amount For Labor – Component 2				
Component 3				
2.6.1	Job Evaluation <ul style="list-style-type: none"> • Utilize agreed upon methodology (2.4.1 (a) above) to determine relative internal value of requested classifications • Provide written materials which explain methodology 			Not to Exceed \$
2.6.2	Communication <ul style="list-style-type: none"> • Strategic planning meeting 			Not to Exceed \$

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Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
2.6.3	Report of Findings <ul style="list-style-type: none">• Prepare draft report• Facilitate meeting with Assistant Director and/or Executive Director• Prepare final report including all findings and recommendations from component 3		N/A	Firm Fixed Price \$
Total Amount For Labor – Component 3				