

PROPOSAL

City of San Luis, AZ

Classification and Compensation Consulting Services

December 8, 2021

SUBMITTED BY:

VICKI QUINTERO BRASHEAR

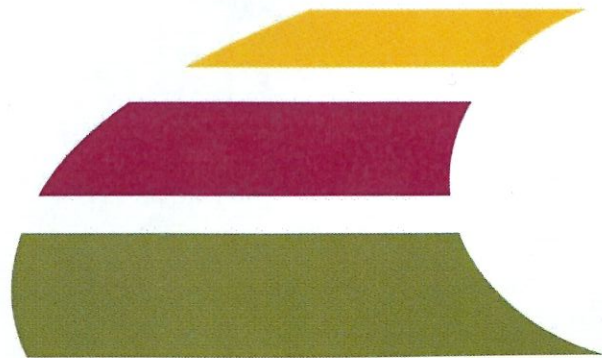
Director of Products and Services

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Your Path to Performance

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December 8, 2021

Monica Castro
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Subject: Request for Proposal – Classification and Compensation Consulting Services

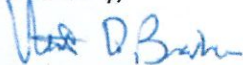
CPS HR Consulting (CPS HR) is pleased to submit this cost letter to City of San Luis (City) to provide classification and compensation consulting services. With a rich history of assisting government agencies with their studies, we are confident that we can provide expert solutions to meet the City’s requirements and objectives.

At CPS HR, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector.

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Main Office	2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Main: (800) 822-4277; FAX: (916) 263-3613; WEB: www.cpshr.us
Regional Offices	100 Congress Avenue, Suite 2000, Austin, TX 78701 4 West Dry Creek Circle, Suite 100, Littleton, CO 80120 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Year Established	1985
Federal Tax ID#/TIN/EIN	68-0067209
Type of Organization	Joint Powers Authority (Public Agency)
CONTACT INFORMATION	
Proposal Process Contact and Contract Authorized Representative	Vicki Quintero Brashear, Director of Products and Services (916) 471-3481; vbrashear@cpshr.us

Thank you for this opportunity; we very much look forward to working the City of San Luis. Should you have any questions, please do not hesitate to contact **me at the contact information above**. I have the authority to bind CPS HR Consulting.

Sincerely,



Vicki Quintero Brashear
 Director of Products and Services

Scope, Timeline, and Cost Details

Our Understanding of the Scope of Work

CPS HR understands that the City of San Luis is seeking a consulting firm to conduct a classification and compensation study within the following parameters.

- Classification study:
 - Up to **110** classifications and up to **255** incumbents
 - Two online orientations for incumbents/ Department Heads / Managers/ Supervisors¹
 - Online position description questionnaire with online supervisor review process²
 - Incumbent/supervisor job evaluation interviews of selected study participants³
 - Update of **all** existing classification specifications and create up to **5** new classification specifications
 - Update of the classification structure
- Compensation study:
 - Base salary collection, analysis, and comparison
 - Up to **39** benchmark classifications⁴
 - Labor market pool inclusive of:
 1. City of Yuma, AZ
 2. Use of private sector data obtained from the Economic Research Institute (ERI; CPS HR has a current subscription)
 3. Use of aggregated survey data from League of AZ Cities/Towns Published Survey (cost to obtain data is the responsibility of the client)
 - Salary recommendations for all **21** salary grades

¹ One orientation will be recorded and provided to the City.

² PDQs will be completed online, and our pricing assumes that up to 70% of incumbents will provide completed PDQs (therefore, we will review up to 179 completed PDQs). We will provide a process allowing for a 1-level supervisory review.

³ CPS HR retains the right to select the interviewees; we will create interview questions for up to 60% of the PDQ respondents (therefore, we will conduct up to 107 incumbent interviews and up to 40 supervisor interviews). For single position classifications lacking a completed PDQ, we will provide the opportunity for the appropriate supervisor to provide commentary on that position's duties and scope.

⁴ At the City's request, the benchmarks from the 2018 study will be utilized.

Project Timeline

CPS HR approximates 10-12 months for completion of the classification project work and 4-5 months for the compensation study. We will be able to commence work on or after February 14, 2022. We request a minimum two-week lead time between notice to proceed and initial project meeting and require that contracts be executed prior to proceeding with the work.

Cost

CPS HR has prepared the following *professional fixed fee* menu of options based on the scope of work outlined.

Study	Professional Fixed Fee
Classification Study	\$151,650
Base Salary Study	\$44,400
Not-to-Exceed Contract Amount:	Dependent on client selections

Pricing Assumptions

General Scope	
Number of Classifications	Up to 110
Number of Incumbents	Up to 255
Number of Benchmarks	Up to 39
Number of Labor Markets	Up to 3
Not included in the fixed fee:	
Materials Production	CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the client.
Consultant Travel Expenses	We have not provided for travel costs since all work will be conducted virtually through the use of tele- and web-conferences and the sharing of documents through an online portal provided by CPS HR.

Billing Terms

CPS HR will bill in equal installments at the following milestones.

CLASSIFICATION (\$30,330 each installment):

1. After kick-off meeting
2. Dissemination of PDQ link to incumbents
3. Completion of job evaluation interviews
4. Submission of draft classification report
5. Provision of final classification report

COMPENSATION (\$8,880 per installment):

1. After kick-off meeting
2. Finalization of labor market agency pool/survey data sources and benchmarks
3. Submission of draft matches
4. Submission of draft compensation report
5. Provision of final compensation report

It is assumed that the client will be responsive to the delivery of all draft deliverables and all subsequent revisions as defined in an agreed upon project timeline. **Unanticipated revisions or delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the client.**

Hourly Rates

Provided below are the hourly rates for any work requested outside of the scope presented in this proposal.

Labor Code	Hourly Rate
Project Manager	\$150
Principal Consultant/Technical Specialist	\$145
Senior Consultant/Senior Program Coordinator	\$120
Administrative Technician	\$80

Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the client which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the client's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.