

PROPOSAL

City of San Luis, AZ

Compensation Consulting Services

November 28, 2022

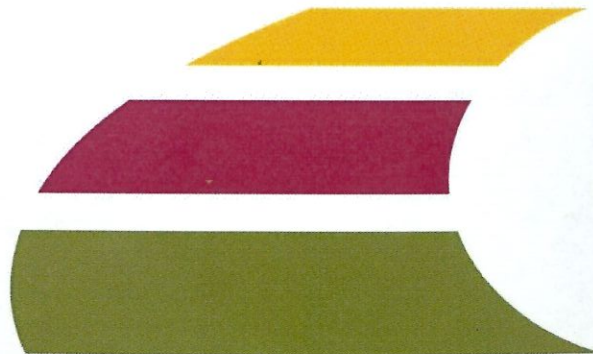
SUBMITTED BY:

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Your Path to Performance

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November 28, 2022

Adela Cortez
 Human Resources Director
 City of San Luis
 1090 E. Union Street
 San Luis, AZ 85349

Sent via e-mail to: acortez@sanluisaz.gov

Dear Ms. Castro:

CPS HR Consulting (CPS HR) is pleased to submit this cost letter to City of San Luis (City) to provide 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.

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.cpsshr.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@cpsshr.us

Thank you for this opportunity; we very much look forward to continuing our professional relationship with 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 compensation study within the following parameters.

- **Base salary¹ collection, analysis, and comparison**
 - Up to **39** benchmark classifications²
 - 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

Project Timeline

CPS HR approximates 4.5-5.5 months for the base salary study³. We will be able to commence work on or after March 1, 2023, and we 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 above.

Study	Professional Fixed Fee
Base Salary Study	\$46,970
Total Compensation Study	\$53,970
Not-to-Exceed Contract Amount:	Fee is dependent on client selection of base salary versus total compensation type of study

¹ Pricing for a total compensation (salary + benefits) has been included as an option. CPS HR's list of standard benefit elements will be provided upon request. The City may request the collection of more benefits at an additional cost.

² At the City's request, the benchmarks from the 2018 study will be utilized.

³ Add 1.5-2 months for a total compensation study.

Pricing Assumptions

<i>Not included in the fixed fee:</i>	
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.

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 salary recommendations
5. Provision of 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.**

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.