

**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.

<b>Contractor Title</b>	<b>Rate Per Hour</b>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

**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.

<b>Task Item Section</b>	<b>Task Description</b>	<b>Deliverable Due Date / Completion Date</b>	<b>Total Hours</b>	<b>Amount</b>
<b>Component 1</b>				
<b>2.4.1</b>	Communication <ul style="list-style-type: none"> <li>• Strategic planning meeting</li> <li>• Bi-weekly status updates</li> </ul>			Not to Exceed \$

Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
2.4.2	<b>Job Analysis</b> <ul style="list-style-type: none"> <li>• Collect position description questionnaires</li> <li>• Collect written feedback</li> <li>• Conduct follow-up interviews</li> <li>• Analyze information collected</li> <li>• Determine whether duties performed are within scope of classification</li> <li>• Make recommendation on manager classification</li> <li>• Make recommendation on classification structure</li> </ul>			Not to Exceed \$
2.4.3	<b>Report of Findings - Classification</b> <ul style="list-style-type: none"> <li>• Prepare draft report</li> <li>• Facilitate meeting with HR and/or Executive Office</li> </ul>		N/A	Firm Fixed Price \$
2.4.4	<b>Job Documentation</b> <ul style="list-style-type: none"> <li>• Develop position specific job description for every position reviewed</li> <li>• Amend and/or draft new classification specifications as necessary</li> </ul>			Not to Exceed \$
2.4.5	<b>Job Evaluation</b> <ul style="list-style-type: none"> <li>• Recommend a job evaluation methodology</li> <li>• Determine the relative internal value of each classification</li> <li>• Provide HR staff with training and written materials explaining the job evaluation methodology</li> </ul>			Not to Exceed \$
2.4.6	<b>Internal Hierarchy</b> <ul style="list-style-type: none"> <li>• Analyze existing hierarchy and identify problem areas</li> <li>• Propose revised internal hierarchy</li> </ul>			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"> <li>• Analyze current compensation structure</li> <li>• Recommend benchmark classifications</li> <li>• Recommend comparator organizations</li> <li>• Conduct customized compensation survey</li> <li>• Analyze compensation survey data available to the Contractor and the AOC</li> <li>• Complete internal salary relationship analysis</li> <li>• Recommend salary range for every classification reviewed</li> </ul>			Not to Exceed \$
2.4.8	Report of Findings – Component 1 <ul style="list-style-type: none"> <li>• Prepare draft report</li> <li>• Facilitate meeting with HR and/or Executive Office</li> <li>• Prepare final report including all findings and recommendations from component 1</li> </ul>		N/A	Firm Fixed Price \$
<b>Total Amount For Labor – Component 1</b>				
<b>Component 2</b>				
2.5.1	Communication <ul style="list-style-type: none"> <li>• Strategic planning meeting</li> <li>• Bi-weekly status updates</li> </ul>			Not to Exceed \$

Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
2.5.2	<b>Job Analysis</b> <ul style="list-style-type: none"> <li>• Collect position description questionnaires</li> <li>• Collect written feedback</li> <li>• Conduct follow-up interviews</li> <li>• Analyze information collected</li> <li>• Determine whether duties performed are within scope of classification</li> <li>• Identify appropriate career paths</li> <li>• Make recommendation on classification structure</li> </ul>			Not to Exceed \$
2.5.3	<b>Report of Findings - Classification</b> <ul style="list-style-type: none"> <li>• Prepare draft report</li> <li>• Facilitate meeting with HR and/or Executive Office</li> </ul>		N/A	Firm Fixed Price \$
2.5.4	<b>FLSA Review</b> <ul style="list-style-type: none"> <li>• Evaluate information collected and make FLSA designation recommendation for each position</li> <li>• Provide written documentation in support of each recommendation</li> <li>• Facilitate meeting with HR, Legal Services Office, and Executive Office</li> </ul>			Not to Exceed \$
2.5.5	<b>Job Documentation</b> <ul style="list-style-type: none"> <li>• Develop position specific job description for every position reviewed</li> <li>• Amend and/or draft new classification specifications</li> </ul>			Not to Exceed \$

Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
2.5.6	Job Evaluation <ul style="list-style-type: none"> <li>• Recommend a job evaluation methodology</li> <li>• Determine the relative internal value of each classification</li> <li>• Provide HR staff with training and written materials explaining the job evaluation methodology</li> </ul>			Not to Exceed \$
2.5.7	Internal Hierarchy <ul style="list-style-type: none"> <li>• Analyze existing hierarchy and identify problem areas</li> <li>• Propose revised internal hierarchy</li> </ul>			Not to Exceed \$
2.5.8	Compensation Review <ul style="list-style-type: none"> <li>• Analyze current compensation structure</li> <li>• Recommend benchmark classifications</li> <li>• Recommend comparator organizations</li> <li>• Conduct customized compensation survey</li> <li>• Analyze compensation survey data available to the Contractor and the AOC</li> <li>• Complete internal salary relationship analysis</li> <li>• Recommend salary range for every classification reviewed</li> </ul>			Not to Exceed \$
2.5.9	Report of Findings – Component 2 <ul style="list-style-type: none"> <li>• Prepare draft report</li> <li>• Facilitate meeting with HR and/or Executive</li> <li>• Prepare final report including all findings and recommendations from component 2</li> </ul>		N/A	Firm Fixed Price \$
2.5.10	Appeal Process <ul style="list-style-type: none"> <li>• Propose an appeal process</li> <li>• Provide a written response for up to 50 appeals</li> </ul>			Not to Exceed \$

Task Item Section	Task Description	Deliverable Due Date / Completion Date	Total Hours	Amount
<b>Total Amount For Labor – Component 2</b>				
<b>Component 3</b>				
2.6.1	Communication <ul style="list-style-type: none"> <li>• Strategic planning meeting</li> </ul>			Not to Exceed \$
2.6.2	Training, guidance, oversight, and validation <ul style="list-style-type: none"> <li>• Provide training, guidance, and oversight on job evaluation methodology</li> <li>• Review and validate the analysis conducted by HR staff to ensure consistent application of methodology</li> </ul>			Not to Exceed \$
2.6.3	Report of Findings – Component 3 <ul style="list-style-type: none"> <li>• Prepare draft report</li> <li>• Facilitate meeting with HR and/or Executive</li> <li>• Prepare final report including all findings and recommendations from component 2</li> </ul>		N/A	Firm Fixed Price \$
<b>Total Amount For Labor – Component 3</b>				