**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 FixedPrice$      |
| **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 FixedPrice$      |
| **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 FixedPrice$      |
| **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** |  |  |