

December 21, 2021

Joseph Napoli, City Manager
CITY OF COOPER CITY
9090 SW 50th Place
Cooper City, FL 33328

Dear Mr. Napoli,

Thank you for the opportunity to provide the City of Cooper City (City) with a quote to provide compensation consulting services. As you know, HRCC is a boutique firm offering expert knowledge in pay plan design using a highly personalized client approach. We commit to fewer clients at any one time enabling us to provide a high level of interaction at a lower rate than larger firms.

The City of Cooper City is seeking a consultant to analyze pay with the result being an updated Pay Framework. Based on finalized project scope, HRCC can provide these deliverables:

- Market Analysis Report
- Grade Order List with Proposed Pay Ranges
- Employee-level pay recommendations
- Implementation plans and cost analysis

As of today, HRCC can commit to starting your project in late January and be completed by mid-to-late April 2022.

In addition to in-depth data analysis and client-tailored project deliverables, we include valuable conversations around “what if” scenarios, implementation steps and/or strategies that are specific to each organization. This service is possible because of maintaining the City’s pay plan over time and our ability to rapidly acquire an understanding of recent changes in operations.

I look forward to reviewing our quote with you,



Katie Miller Busch
GRP®, SHRM-SCP
Lead Compensation Consultant

PROJECT PURPOSE & APPROACH

The purpose of this project is to gather information on your current pay plan, compare that to market data and outline a plan to move the City to the desired competitive stance in the local market. HRCC can also evaluate how the pay plan would be impacted as Minimum Wage increases.

The job and pay framework must balance these elements:

- internally equitable
- externally competitive
- aligned with the organization’s mission and values
- fiscally responsible
- support the organization’s total reward philosophy
- give managers good guidance on making pay decisions

The City is seeking a consultant to analyze pay with the result being an updated Pay Framework. Our project approach typically follows these steps:

UPDATING YOUR JOB & PAY FRAMEWORK

TYPICAL PROJECT PROCESS



DATA & SUPPORT PROVIDED BY THE CLIENT

- Designate a Project Liaison
- Provide job descriptions (on recently updated or changed positions), organizational charts, employee data (*will need an updated version*) and current pay plan (received)
- Provide data on recruitment and retention challenges; confirm the recommended labor market
- Coordinate project status calls and virtual meetings



MARKET PRICING & DEVELOPING AN UPDATED PAY FRAMEWORK

HRCC will review your compensation philosophy which guides the determination of the comparable labor market, market positioning, implementation strategy, and pay plan maintenance. Using a market-pricing approach for key benchmark jobs, HRCC will update your pay plan.

HRCC will collect pay range data from up to ten (10) public-sector organizations around the City for up to 35 key benchmark jobs. HRCC reviews these factors impacting the City's ability to recruit and retain employees:

- Location / proximity to your organization
- Size of service area in terms of population
- Similar services offered
- Any unique features of the organization
- Recruitment and retention experiences as provided by HR data and management interviews
- Proximity to major highways and easy access points

In the past studies, HRCC has included these organizations:

- Broward County
- City of Miramar
- Town of Davie
- City of Oakland Park
- City of Hollywood
- City of Plantation
- City of Miami Springs
- City of Wilton Manors

We can work together to identify two more organizations to survey. HRCC will draft an email for the client to notify the target group that is being surveyed. HRCC contacts those organizations and encourages their participation. A separate report will be sent to each participant as a "thank you", sharing a summary of the salary survey data.

HRCC can also use the CompAnalyst salary data warehouse to market price key City jobs using the following scope: All Industry data for smaller employers in the Fort Lauderdale metro area.

Using our Market Pricing Tool, HRCC will assign each job to a market competitive pay range. HRCC will provide a grade order list of jobs comparing the current pay plan with the proposed pay ranges. This part of the project work typically includes the client's participation in pay plan development, so that structural elements of the new plan are deeply understood.

Once the updated pay structure is developed and all jobs have been assigned a pay range, HRCC will analyze current employees' base pay and make recommendations for changes to address pay compression. HRCC will provide a fiscal impact report for two (2) implementation scenarios, including a phased-in approach to raise starting rates.

FINAL DELIVERABLES

Based on finalized project scope, HRCC will update the list of final deliverables. Typically, they include:

- Market Analysis Report
- Grade Order List with Proposed Pay Ranges
- Employee-level pay recommendations
- Implementation plans and cost analysis

PRIMARY TASKS TO COMPLETE

If awarded the project, the first step would be to define mutually agreeable dates for project calls, workflow, and progress reviews. We will then hold project status calls or provide status updates to keep you apprised of our progress and to answer any questions that arise. HRCC will identify the exact dates to schedule work:

- Review data from client – weeks 1 - 2
- Discuss current pay practices with key leaders – week 2
- Survey the labor market – weeks 3 - 6
- Review labor market data in CompAnalyst – week 4
- Develop a pay structure recommendation – weeks 7 - 8
- Discuss draft recommendations with key leaders – week 8
- Determine the cost of changing base pay (if appropriate) – week 9
- Discuss final recommendations with key leaders – weeks 10 - 11
- Develop final deliverables and present virtually to City management – week 12

PROJECT TIMING

HRCC takes pride in meeting its time commitments. To ensure that the proposed staff members will be available to concentrate on your project, we need Authorization To Proceed at least two (2) weeks before work can begin. As of today, HRCC can commit to starting your project in late January and be completed by mid-to-late April 2022.

PROFESSIONAL FEES & BILLING

The professional fees for our services are based on a blended hourly rate which includes the work of a Project Manager, Compensation Consultant(s), Data Analyst, Job Description Reviewer and administrative-support staff. We have based our fees (\$16,820.00) on including up to 60 unique job titles in our analysis. All of the project work described herein is anticipated to be completed via email and conference calls.

HRCC would invoice the organization based on the following schedule:

Invoice	Estimated Date
35% Project Initiation	January 2022
45% Milestone	March 2022
20% Final Deliverables	April 2022
<i>**HRCC's payment terms are Net 15</i>	

** See optional services on the following page. Any optional services chosen will be billed separately.*

AUTHORIZATION TO PROCEED

The undersigned has given HR Compensation Consultants, LLC the Authorization To Proceed with work described herein and agrees to pay invoice within 21 days of the date below.

Signature: _____

Date: _____

Title: _____

OPTIONAL SERVICES

HR Compensation Consultants, LLC (HRCC) has outlined the costs for the following services:

- Market pricing (using CompAnalyst) a new or existing job, establishing a hiring rate and/or reviewing new or revised job descriptions for proper internal alignment: \$235 - \$350 per job, depending on complexity
- Reviewing, revising or writing job descriptions: \$85 per job description (if more than 20, include a \$500 flat fee)
- Thirty (30) minute phone consultation - \$150 per call
- Virtual ninety (90) minute presentation - \$650
- In-person ninety (90) minute presentation - \$950
- Other compensation or HR-related projects would be scoped in a separate statement of work
 - Market pricing using a custom survey
 - Merit Matrix development
 - Master Spreadsheet Update

HR COMPENSATION CONSULTANTS, LLC

The following team members will be assigned to your project:

- Katie Busch, GRP®, SHRM-SCP – Project Manager, Lead Compensation Consultant
- Diana Spielman, aPHR® – Lead Data Analyst
- Jason Busch, aPHR® – IT Support and Data Manager
- Lauren Vitali, aPHR® – Job Description Reviewer / Communications Specialist



KATIE M. BUSCH, GRP®, SHRM-SCP

PROJECT MANAGER AND LEAD COMPENSATION CONSULTANT

The founder of HRCC, **Katie Miller Busch** offers over 25 years of progressive compensation experience having worked in various industries, including high-tech, pharmaceuticals, retail, manufacturing, construction and logistics solutions. *She started her career in public sector consulting developing pay plans for cities, counties, and state agencies.* Katie has a bachelor's degree in international business from Florida Atlantic University and holds the Global Remuneration Professional (GRP) certification from WorldatWork and is a SHRM-Senior Certified Professional (SHRM-SCP). She also maintains membership with the Society of Human Resources Management (SHRM), the International Public Management Association for Human Resources (IPMA-HR), and WorldatWork.



DIANA SPIELMAN, aPHR®

LEAD DATA ANALYST

As an associate of HRCC, **Diana Spielman** offers ten years of experience in analyzing data, preparing detailed reports while managing complex internal and external data analyses. Prior to her role as a Data Analyst, Diana was an accomplished sales and marketing professional who specialized in planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs. She earned a bachelor's degree in business administration from the University of Florida and has an Associate Professional in Human Resources Certification.

JASON BUSCH, aPHR®**IT SUPPORT AND DATA MANAGER**

As a Director for HRCC, **Jason Busch** offers technical and logistical assistance (internally and to clients), as well as handles data collection, conversions, and data warehousing. His responsibilities ensure that all systems within HRCC are PCI compliant and secured using industry standard tools. Additionally, Jason supports project leaders with compensation reviews, employee communication materials development, benefits reviews and technology management. He holds a bachelor's degree in international relations from Boston University and an Associate Professional in Human Resources Certification.

LAUREN VITALI, aPHR®**JOB DESCRIPTION REVIEWER / COMMUNICATIONS SPECIALIST**

As an associate of HRCC, **Lauren Vitali** works on job and pay framework projects performing job analysis, writing job descriptions and creating employee communications and training guides. She has over 15 years of professional experience in both the non-profit and private sectors. For the past ten years, she has served as a change agent with a focus on organization and employee development. She holds a bachelor's degree in education and human development from Boston College and a master's degree in organizational psychology from William James College. Lauren also has a certificate in HR Management and Analytics from The Wharton School an Associate Professional in Human Resources Certification.

HRCC's CAPABILITY STATEMENT

ABOUT US

A niche firm, HRCC has been offering compensation consulting to local governments, state agencies, non-profits and companies in a variety of industries for over 15 years. Principal, [Katie Miller Busch](#), GRP®, SHRM-SCP provides clients with over 25 years of compensation expertise. HRCC specializes in market and internal analysis, pay plan and job framework design tailored to client needs, objectives, and organizational philosophy. HRCC has a professional team of data analysts, writers, and compensation consultants.

OUR DIFFERENTIATORS

HRCC is an agile, data driven, detail-oriented firm. We are mindful of our clients' core capabilities, purpose, and values. Our work is precise and informed. Our client approach is one of consultative partnership.

OUR CLIENTS

Local governments across the country
Non-profits
Private sector companies in various industries

CODES

80101511 HR Consulting Service
CAGE CODE 8SDU7
D-U-N-S 829769392
NAICS CODES

541612 HR Consulting Services
541618 Other Management Consulting Services
541990 All Other Professional, Scientific, and Technical Services

CORE COMPETENCIES

SALARY SURVEYS

HRCC market prices jobs based on clients' recruitment & retention challenges, by industry and location so clients can:
move toward or confirm a competitive market position for their pay ranges
assess and address pay compression
budget and plan for labor expenses

INTERNAL JOB ALIGNMENT

HRCC develops classification plans and job frameworks so clients can:
establish internal relationships between positions
identify career paths within job families
create consistent and compliant job descriptions

PAY ADMINISTRATION

HRCC reviews pay and creates plans so clients can:
administer pay fairly and consistently
identify and correct inequities
provide managers with good pay guidance using performance management software

DATA CONFIDENTIALITY & SECURITY

HRCC has 24/7 IT support so clients can feel confident that their data is secure