

Compensation Study Responses

Rating				
1 - Poor				
3 - Good				
5 - Excellent				
Items	MGT	Evergreen	EMS	CBIZ
Submitted on time	Yes	Yes	Yes	Yes
References	Provided	Provided	Provided	Not Provided
Scope of Services				
Meet with the district's administrative officials to assure an understanding of the district's objectives in the project including timeframes for completion of project.	5	5	5	5
Review related background documents including current job descriptions and current pay classification plan.	5	5	5	5
Submit an Action Plan to the district, satisfactory to both parties, for accomplishing tasks associated with the compensation and classification study for the district. This plan should delineate the tasks necessary to complete the project along with a reasonable time table for completion.	5	5	5	5
Meet with district employees in several orientation sessions to describe scope of work and methodology.	5	5	5	5
Perform job analysis/evaluation for each full-time and part-time permanent job in the district, utilizing, but not limited to, questionnaires, interviews, and on-site observation.	5	5	5	5
Using the job analysis/evaluation data, prepare written job descriptions for each job classification in the district (Microsoft Word format). Job descriptions to include, but not limited to; job-code, FLSA designation, pay grade, job title, department/division, general statement of job, essential and non-essential duties, safety/non-safety sensitive, minimum training/experience, and minimum physical requirements.	5	5	5	5
Group jobs based upon duties performed and the knowledge, skills, abilities, and minimum qualifications required for job performance.	5	5	5	5
Assign each job to a pay grade with a view toward achieving proper internal relationships among classes and making salary ranges competitive with relevant markets, as evidenced by the results of the wage survey, with due consideration of the financial condition of the district.	5	5	5	5
Estimate accurately the cost of installing the pay plan and recommend a methodology for implementation.	5	5	5	5
Develop and recommend a procedure for employee classification appeals.	5	5	5	5
Develop and recommend appropriate compensation policies and procedures with consideration for short and long term goals.	5	5	5	5
Provide copies of a preliminary draft report showing the findings of the study for review by management prior to the issuance of the final report(s).	5	5	5	5
Train appropriate Human Resources staff in the job evaluation system and the administration of the pay structure.	5	5	5	5
Make oral presentation of final report including findings, recommendations, etc. to Board of Education	5	5	5	5
Rayteam - Meet and Confer Committee				

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Superintendent's Leadership Team				
Proposal and Submission Requirements				
The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Company. The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time. It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.	5	5	5	5
The proposal shall be signed by a representative who is authorized to contractually bind the proposer. Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each proposal must be on completeness and clarity of content. In order to expedite the evaluation of proposals, proposers should follow the format and instructions contained herein.	5	5	5	5
If the proposer wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. All proposals must be submitted as submitted below. Any attachments must be clearly identified.	5	5	5	5
Total Score	85	85	85	85
Cost	\$120,674.00	\$48,500.00	\$72,995.00	\$78,150.00
Notes				
Ranking				