REQUEST FOR PROPOSAL
COMPENSATION & CLASSIFICATION STUDY

Detailed Proposal Information is Available on District Website: http://www.parkhill.k12.mo.us

Bid Closing Date: Thursday, October 8, 2015

Bid Closing Time: 2:00 PM CST

Park Hill School District reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.
REQUEST FOR PROPOSAL (RFP) - COMPENSATION AND CLASSIFICATION STUDY

The Park Hill School District (District) is seeking proposals from qualified Consultants (Consultant) to furnish a comprehensive support staff compensation and classification study to Park Hill School District.

Proposals will be received by the Director of Human Resource Services at the District Office located at 7703 NW Barry Road, Kansas City, MO  64153 **BY THURSDAY, OCTOBER 8, 2015 AT 2:00 PM.**

Proposals will be evaluated by a selection committee of the District at that time. A copy of the initial selection criteria is included in this RFP. Once the evaluation process is complete, the information will be available to all who responded.

Said proposals must conform to the specifications and instructions.

The District reserves the right to reject any and all proposals and to waive informalities or irregularities in any proposal.

Proposals must be returned with “Support Staff Compensation and Classification Study Proposal” clearly on the label. A proposal must consist of the proposal, required attachments, signature page of the proposal, signature of an authorized representative of the Consultant. Non-conformance with these instructions may be grounds for rejection of proposal.

Faxed or e-mailed proposals will be accepted. Late proposals will not be considered.

______________________________
Dr. Linda Kaiser  
Director of Human Resource Services  
Park Hill School District  
7703 NW Barry Road  
Kansas City, MO 64153  
KaiserL@parkhill.k12.mo.us  
(816) 359-4040 phone  
(816) 359-4049 fax
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PURPOSE
The Park Hill School District, herein referred to as “District,” is soliciting written proposals from qualified consulting firms, experienced in developing a support staff compensation and classification study. The purpose of the compensation and classification study is to assist the District in reviewing and analyzing the current support staff compensation structure, obtain recommendations for improvements to the existing structure, and obtain recommendations to ensure internal equity and external competitiveness. All support staff positions are to be included in the study. The District is not asking for benefits to be included in the analysis.

What is Needed from the Consultant
1. An analysis of current support staff salaries, support staff salary schedules, and practices
2. An analysis of internal job or value equity across work groups
3. Recommendations for a long-term compensation strategy for support staff
4. Recommendations for support staff salary schedule efficiencies
5. External market pricing comparisons for support staff positions

Work Groups to be Included

<table>
<thead>
<tr>
<th>Name of Work Group</th>
<th>Number of Job Titles Included in the Work Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Custodians</td>
<td>7</td>
</tr>
<tr>
<td>2. Food Service</td>
<td>9</td>
</tr>
<tr>
<td>3. Maintenance, Drivers, and Grounds</td>
<td>11</td>
</tr>
<tr>
<td>4. Office Personnel</td>
<td>27</td>
</tr>
<tr>
<td>5. Recovery Room Interventionist/In School Suspension</td>
<td>2</td>
</tr>
<tr>
<td>6. Social Worker</td>
<td>1</td>
</tr>
<tr>
<td>7. Specialized Classified (Salaried)</td>
<td>17</td>
</tr>
<tr>
<td>8. Teacher Assistants/Virtual Learning Lab Supervisors</td>
<td>4</td>
</tr>
<tr>
<td>9. Technology (Hourly and Salaried)</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total Work Groups: 9</strong></td>
<td><strong>Total Job Titles: 99</strong></td>
</tr>
</tbody>
</table>

Background
The Park Hill School District encompasses 71 square miles located in the southern third of Platte County, just north of downtown Kansas City, Missouri. The District includes ten elementary schools, three middle schools (including a sixth grade center), two high schools, a day treatment school (Russell Jones Education Center), and a 40,000 square foot Early Childhood Education Center (Gerner Family Early Education Center). Other support facilities include a District Aquatic Center, Underground Support Services, and the District Office. The District also offers School Age Child Care (Adventure Club and Summer Day Camp), and Community Education.
Enrollment and Employee Information
The District consists of an enrollment of approximately 10,750 students and 1,668 employees. The employee breakdown is as follows:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Employee Count by Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators</td>
<td>58</td>
</tr>
<tr>
<td>Aquatic Center</td>
<td>60</td>
</tr>
<tr>
<td>Campus Supervisor / Security</td>
<td>16</td>
</tr>
<tr>
<td>Custodians</td>
<td>112</td>
</tr>
<tr>
<td>Food Service</td>
<td>109</td>
</tr>
<tr>
<td>Health Personnel</td>
<td>22</td>
</tr>
<tr>
<td>In School Susp / Recovery Room</td>
<td>17</td>
</tr>
<tr>
<td>Lunchroom Staff</td>
<td>60</td>
</tr>
<tr>
<td>Maintenance &amp; Grounds</td>
<td>29</td>
</tr>
<tr>
<td>Media Assistants</td>
<td>19</td>
</tr>
<tr>
<td>Office Staff</td>
<td>88</td>
</tr>
<tr>
<td>Parents Educators</td>
<td>5</td>
</tr>
<tr>
<td>Preschool / School Age Child Care</td>
<td>88</td>
</tr>
<tr>
<td>Social Workers</td>
<td>17</td>
</tr>
<tr>
<td>Specialized Classified</td>
<td>16</td>
</tr>
<tr>
<td>Teacher Asst / Specialized Asst.</td>
<td>120</td>
</tr>
<tr>
<td>Teachers</td>
<td>783</td>
</tr>
<tr>
<td>Technology</td>
<td>43</td>
</tr>
<tr>
<td>Therapists</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Number of Employees</strong></td>
<td><strong>1668</strong></td>
</tr>
</tbody>
</table>

Additional demographic information on the District can be obtained at [http://www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us) >> District Information >> Demographic Profile.

Most of the District’s salary schedules can be found online at [http://www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us) >> Working in Park Hill >> Salary and Benefits.

Existing Compensation Environment
The existing compensation system consists of a separate salary schedule for each work group. Several salary schedules have multiple levels within them. Employees or supervisors who feel the wages for their work group or for particular individuals are not competitive with the market or in comparison to the value they bring to the District, can submit appeals for a higher salary. These requests are considered on an as-needed basis by Human Resource Services and Business Services, but usually happens in the Spring of each year.

There is no existing structure that considers the value or job complexity of positions across work groups. For example, what is the market, skills required, job complexity, and value of a Carpenter compared to
those of an IT/AV Technician or a Food Service Manager? How should the salaries be structured as a result?

The District prides itself on being a desirable employer in the local market and wants to be competitive with compensation. The goal of this RFP is to assist the District with developing a multi-year, strategic plan for maximizing the effectiveness of the dollars spent on compensation, keeping the District competitive in the marketplace, and ensuring internal equity.

SCOPE OF SERVICES

The District is seeking a Consultant who will do the following:

- Review job descriptions and conduct job analyses with employees
- Make recommendations for the reclassification or consolidation of support staff salary schedules
- Make recommendations for any adjustments needed to assure internal equity and external competitiveness.
- Advise the District of all sources of information (and date) used to determine competitive market salaries
- Perform cost analysis/financial impact analysis of implementing the proposed changes as well as a proposed implementation schedule
- Assist in developing a communication plan, strategies, or process for any proposed changes to the District compensation structure and job descriptions
- Provide procedural recommendations for new hire salary quotes, recommendations for promotions and reclassifications, and analysis of compression.
- Provide advice and support as needed by the District
- Present findings and written final report to Human Resource Services, Cabinet, School Board, and possibly employee groups regarding the Proposed Implementation of the Compensation and Classification System

Recommended changes that will impact the 2016-2017 budget year must be submitted no later than Friday, February 19, 2015.

Training and Maintenance

The Consultant will provide training to members of Administration, Payroll, and Human Resource Services staff on the utilization and maintenance of the system. In addition, the Consultant will provide all documentation and related materials so the District will be able to maintain the system independently. All electronic and hard copies will become property of the District.
DISTRICT PROVIDED SERVICES

The District will provide the following in support of this project:

- Current salary schedules
- Current payroll information for purposes of analysis
- Organizational charts
- Agreements and employee handbooks (also available on the public website)
- Job descriptions
- Access to District staff as needed through the Project Manager
- Other information reasonably required by the Consultant to complete the project

TIMELINE FOR RFP PROCESS AND PROJECT COMPLETION

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal Issued</td>
<td>Thursday, September 10, 2015</td>
</tr>
<tr>
<td>Deadline to Submit Questions for Pre-Proposal Meeting</td>
<td>2:00 p.m., Friday, September 18, 2015</td>
</tr>
<tr>
<td>Deadline to Indicate Attendance at Pre-Proposal Meeting</td>
<td>2:00 p.m., Friday, September 18, 2015</td>
</tr>
<tr>
<td>Pre-Proposal Meeting at District Office (if needed)</td>
<td>2:00 p.m., Wednesday, September 23, 2015</td>
</tr>
<tr>
<td>Distribution of Answers from Pre-Proposal Meeting</td>
<td>Friday, September 25, 2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>2:00 p.m., Thursday, October 8, 2015</td>
</tr>
<tr>
<td>Consultant Interviews (if needed)</td>
<td>October 20, 2015</td>
</tr>
<tr>
<td>Notice to Proceed</td>
<td>Friday, October 23, 2015</td>
</tr>
</tbody>
</table>

The timeline listed above is the District’s estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to unforeseen circumstances.

**Project Deadline**

The Consultant will commence the support staff compensation and classification study within 30 calendar days after notice of award and provide a reasonable timeline for completion no later than **February 19, 2016**. Any variances from this deadline must be mutually agreed upon by both District and Consultant.

PRE-PROPOSAL MEETING

A Pre-Proposal Meeting will be held at 2:00 p.m., Wednesday, September 23, 2015 in the District Office located at 7703 NW Barry Road, Kansas City, MO  64153. Interested Consultants may choose to attend at their own discretion but must indicate if they wish to attend no later than 2:00 p.m., Friday, September 18, 2015. The District, at its discretion, may decide to hold the meeting via conference call or cancel the meeting due to lack of response.

Specifications and answers to Consultants’ questions will be reviewed and discussed. Faxed or emailed questions will be accepted prior to the Pre-Proposal Meeting. Questions may be submitted via fax: (816) 359-4049 or by email to Dr. Linda Kaiser at kaiserl@parkhill.k12.mo.us. Interested Consultants
will be allowed to submit additional questions after the Pre-Proposal Meeting. All questions and answers will be provided to all Consultants via email.

Communication with Board members and/or other District staff in an effort to influence the outcome of the RFP selection process is prohibited and will result in rejection of the proposal.

**GENERAL TERMS AND CONDITIONS**

1. If there are variances or conflicts between the General Terms and Conditions and the Special Conditions outlined in the solicitation, the Special Conditions shall prevail.

2. The Consultant must respond to this RFP by submitting all data required in order for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.

3. Consultant is required to state what they intend to furnish the District in response to this solicitation and must indicate in writing any variances to the terms, conditions, and specifications of this proposal.

4. The District shall issue a written addendum to this RFP if substantial changes are made which impact the submission of proposals. All addendums must be signed by a duly authorized employee of the District. A copy of the addendum will be e-mailed to each Consultant receiving the solicitation and posted on the District website. In the event of conflict between the original RFP and an addenda, the addenda shall control. Subsequent addenda shall govern over prior addenda.

5. The Consultant is advised that the ONLY official position of the District is that position which is stated in writing and issued by the Director of Human Resources Services as an RFP and any amendments or addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

6. The Proposal must contain a manual signature of an authorized agent of the Consultant in the space provided on the Signature Page. If the Consultant’s authorized agent fails to sign and return the Signature Page; its proposal shall be non-responsive and shall not be considered.

7. The Consultant, by affixing its signature to its Proposal, certifies that the proposal is made without previous understanding, agreement, or connection, either with any persons, firms or corporations offering the same items, or with the District. The Consultant also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

8. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. An authorized agent of the Consultant must initial all corrections made by the Consultant.

9. The Proposal shall be submitted in one of the following manners by the due date:
a. sealed in an envelope with “Compensation and Classification Study Proposal” clearly marked on the front of the envelope. Park Hill School District assumes no responsibility for the delivery of mail via U.S. Post Office or other means.

b. faxed to (816) 359-4049 with the title “Compensation and Classification Study Proposal” clearly marked on a cover page and directed to Dr. Linda Kaiser, Director of Human Resource Services.

c. emailed to Dr. Linda Kaiser at KaiserL@parkhill.k12.mo.us with “Compensation and Classification Study Proposal” clearly stated in the subject line.

10. Late proposals received after the date and time set forth in the RFP will not be considered.

11. Modifications to a proposal may only be made by written notice on company letterhead and must be received prior to the time and date set for the deadline. Each modification must be submitted using one of the three options listed for submission as with the original RFP. The modification must contain a manual signature of an authorized agent of the Consultant.

12. If more than one modification is submitted, the modification bearing the latest date of receipt by the District will be considered valid.

13. Proposals may be withdrawn prior to the time and date set for the deadline. Any such request must be made in writing on company letterhead and signed by the authorized agent of the Consultant.

14. The District reserves the right, before making an award, to investigate whether the qualifications or services offered by the Consultant meet the requirements set forth in the RFP. The District reserves the right to waive any defects and informalities in any proposal, to reject any and all proposals, take any or all proposals under advisement, or to accept any proposal as may be deemed in the best interest of the District.

15. The District reserves the right to consider historic information and fact, whether gained from Consultant’s submission in response to the RFP, question and answer conference, references, or any other source, in the evaluation process of this RFP.

16. Consultant shall not include federal, state or local excise or sales taxes in their proposal prices, as the District is exempt from payment of such taxes.

17. Consultant shall maintain insurance to protect self and the District from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from operations, whether such operations be by itself or by any sub-Consultant or anyone directly employed by either of them.
QUALIFICATIONS
To be considered, a Consultant must be a full service consulting firm with expertise in the field of compensation analysis and valuation techniques. The Consultant should be able to demonstrate that its job classification, compensation system and recommendations have been successfully implemented and maintained in at least three school Districts of comparable size and scope.

PRICING
Prices should be specified on the attached proposal form, and any other anticipated costs should also be included and explained by the Consultant.

AWARD OF SERVICE
Services will be awarded to the Consultant, judged by the District, submitting the best overall proposal in accordance with the specifications and all required documents. The District reserves the right to reject any and all proposals based upon its sole discretion. Any non-responsive proposals will not be considered for award.

NEGOTIATIONS
The District may or may not conduct negotiations of technical aspects of the proposals and/or prices after reviewing all proposals submitted. These negotiations will only be with the Consultant whom the District is considering for award of services. Post-proposal negotiations may be conducted jointly with representatives of the District and Consultant’s representatives. The Consultant’s representative shall be qualified and empowered with the authority for answering and giving administrative and technical/price clarifications relative to the proposal.

REFERENCES
Please provide a listing of all school districts in which the Consultant has provided similar services in the Kansas City, Missouri metropolitan area. The following information is to be provided for each school district: name of district, address, telephone number, number of years Consultant has provided services to the district and the name of an appropriate administrator who will have knowledge of the program.

INSURANCE
Consultant shall, at its expense, procure and keep in force liability insurance protecting District, its board, officers, employees and agents, and Consultant, its employees and agents. Documentation of a current insurance policy must be included with the proposal.
SELECTION PROCESS

The proposals will be evaluated by a selection committee comprised of selected District personnel. The overall process will consist of two steps: the first being a review and evaluation of all proposals and the second being the interview phase, if required, for selected finalists.

Evaluation Criteria

Members of the selection committee will review and rate each responsive proposal based on the following criteria:

a. The firm’s experience in providing similar services to public school Districts during the past five (5) years.

b. Key personnel that will be assigned to the District’s project, and their experience with similar projects.

c. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed timeframe.

d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff, School Board Members, and the public.

e. Cost (up front, submitted with proposal).

Finalist Interviews

The scored evaluation form will produce a list of the top rated firms that will be selected for interviews, if deemed necessary. Telephone interviews may be conducted in order to make a final decision. The DSC will check references once a short list is determined.

ATTACHMENTS TO THIS RFP

A – Evaluation Criteria to be used by Park Hill School District
B – Federal Work Authorization (E-Verify) Affidavit
C – Signature Page

INSTRUCTIONS FOR RESPONDING TO THIS RFP

Submit the proposal in a format that is easy to photocopy. **DO NOT** use wire or metal binding or three-ring binders. Dividers, if used, must be able to be easily photocopied along with other documents. Loose leaf papers are preferred, with a simple clamp closure. The proposal must be organized in the following format:
a. Title Page

b. Table of Contents

c. Consultant Profile: Include information on the Lead Firm(s), Joint Venture Partners, an overview of your firm, history, organizational structure, number of years in existence, length of time in the HR consulting business, staff size, number and location of offices, areas of expertise, number and type of employees in the local office, description of corporate philosophy/culture and the number and type of clients which you serve.

d. Outside Consultants or Sub Consultants expected to be used for this project: Name/address/contact information, specialty or role with this project, years of experience providing compensation studies for school districts.

e. Experience and References: Projects your firm has completed within the past five (5) years that are similar to those requested by this RFP. Special attention should be given to projects your firm has completed for other District entities. Include company name, address, persons to contact, telephone number, a brief description of the project completed by your firm, and date completed.

f. Key personnel that will be assigned to the District project: List the person’s name, title, project assignments, years of experience, brief summary of their work experience, areas of expertise, length of service with your firm, reporting relationships, location, clients, and any other qualifications relevant to the District’s project.

g. Describe your company’s approach to the project, including a general overview of the services to be performed, personnel to be assigned and their qualifications, timeframes, deliverables that will be provided to the District.

h. Identify all costs related directly or indirectly to this project, including, but not limited to employee classification, hourly rate, travel time, out-of-pocket expenses, etc. No add on costs will be accepted, unless mutually agreed upon by Consultant and District.

i. Describe what sets your firm apart from your competitors and if there is a particular area of expertise for which your firm is known.

j. Provide a description and listing of data that would be needed from the District.

k. Describe the schedule you would propose to review our current job descriptions, meet with employees, review the District’s current compensation structure, and assess alternatives and enhancements.

l. Describe your firm’s benchmarking capabilities, access to surveys, date of surveys, process for aging data, if applicable, and web based tools available to clients.

m. Signed and Notarized Federal Work Authorization (E-Verify) Affidavit
n. Current Proof of Insurance

o. Signed Signature Page

Proposals must be completed as instructed. Proposals received that do not include all required documents and signatures may be considered non-responsive.

CONFLICT OF INTEREST
The successful respondent shall not have conflicts of interest as to revenues derived from the results of tests or recommendations made on behalf of the firm.

FELONY CONVICTION NOTIFICATION
The Consultant that enters into an agreement with the District must give advance notice to the District if anyone working on the project on behalf of the Consultant has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The District may terminate the agreement if the District determines that the Consultant failed to give notice of a felony conviction, or misrepresented the conduct resulting in the conviction.

By submitting this offer, the Consultant:

- Certifies that the employees of the Consultant or sub-contractors used in this proposal have not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the Consultant to conduct the appropriate background checks on its employees and Consultant agrees to share this information with the District upon request.

TERMINATION
Subject to the provisions below, any contract derived from this RFP may be terminated by either party upon thirty (30) days advance written notice to the other party. If any work or service is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the District until the work or services are completed and accepted.

TERMINATION FOR CONVENIENCE
In the event that the contract is terminated or cancelled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.
**TERMINATION FOR CAUSE**
Termination by the District for cause, default or negligence on the part of the Consultant shall be excluded from termination costs. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

**TERMINATION DUE TO UNAVAILABILITY OF FUNDS**
If funds are not available to support continuation of the contract, the contract shall be cancelled and the District shall negotiate reasonable termination costs, if applicable.

**TAX EXEMPT**
The District and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.

**DISCLAIMER OF LIABILITY**
The District, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

**HOLD HARMLESS**
The Consultant, by submitting a proposal in response to this RFP, shall agree to protect, defend, indemnify, and hold the School Board, Park Hill School District, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the Consultant, its agents, employees or representatives, in the performance of the Consultant's duties under any agreement resulting from award of this proposal.

**LAWS GOVERNING**
All contractual agreements shall be subject to and governed by the laws of the State of Missouri and/or the United States.

**INVOICING AND PAYMENTS**
Invoices shall be prepared and submitted to:

Park Hill School District  
ATTN: Director, Human Resources Services  
7703 NW Barry Road  
Kansas City, MO 65153

Invoices shall contain the following information:
Consultant name
Consultant address
Consultant tax ID number
Consultant phone number
Description of services provided and service hours
# ATTACHMENT A

## EVALUATION CRITERIA

**Compensation and Classification Study**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
<th>Score</th>
</tr>
</thead>
</table>
| **Evidence of Experience & References with Similar Projects**  
Consider experience and references listed by the firm/Consultant. Is the Consultant experienced in providing services similar to that requested in the RFP?  
• Familiarity and experience with similar projects  
• Consider any sub-Consultants to be used and their experience (if applicable) | 30 | ____ |
| **Expertise of Firm /Consultant Personnel**  
Consider comparable experience and background of specific personnel that shall be assigned to the District’s project. Also consider the specific involvement of those persons in projects listed in the RFP. Experience on projects of similar scope and size:  
• Project Manager  
• Project team  
• Sub-Consultants (if applicable) | 30 | ____ |
| **Applicable Resources**  
Evaluate the extent of applicable resources available to the firm / Consultant to complete the District’s project.  
• Quality Assurance/Quality Control program or procedures the firm has in place  
• Adequacy of proposed team/resources to complete project within time frame | 10 | ____ |
| **Project Approach**  
Evaluate the firm/Consultant’s approach to and understanding of the Scope of Services required in the RFP.  
• Project schedule and approach is reasonable/responsive to District’s needs  
• Roles of all involved parties clearly identified  
• Familiarity with project location as evidenced by proposal (if applicable)  
• Identify/recognize critical or unique issues specific to the project  
• Adequacy of proposed communications process  
• Unique approaches that have been successful elsewhere. | 20 | ____ |
| **Cost**  
Determination of cost and pricing data: Consider whether all elements of cost and pricing conform to the requirements of the RFP. | 10 | ____ |
| Evaluated By: | | TOTAL (100 pts possible) ____ |

## Scoring

<table>
<thead>
<tr>
<th>Rating</th>
<th>30 Point Questions</th>
<th>20 Point Questions</th>
<th>10 Point Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>25 – 30</td>
<td>17 – 20</td>
<td>9 – 10</td>
</tr>
<tr>
<td>Exceeds Acceptable</td>
<td>19 – 24</td>
<td>13 – 16</td>
<td>7 – 8</td>
</tr>
<tr>
<td>Acceptable</td>
<td>13 – 18</td>
<td>9 – 12</td>
<td>5 – 6</td>
</tr>
<tr>
<td>Marginal</td>
<td>0 – 12</td>
<td>0 – 8</td>
<td>0 – 4</td>
</tr>
</tbody>
</table>
ATTACHMENT B

Park Hill School District

FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded a contract in excess of five thousand dollars ($5,000) with a Missouri public school District must, as a condition of any such contract, be enrolled and participate in a federal work authorization program (E-Verify) with respect to the employees working with the services provided to the District. The business entity must affirm its participation through sworn affidavit and documentation. The business entity must also affirm in the affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services provided to the District.

Accordingly, your company:

- must have an authorized person execute the attached “Federal Work Authorization Program Affidavit” and deliver the completed affidavit to the District prior to the execution of its contract with the District;

- must provide documentation of your participation in E-Verify to the District prior to the execution of its contract with the District by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

- agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

- agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.
FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _________________________________, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _______________________________ (hereinafter “Company”) and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as “Basic Pilot”) federal work authorization program with respect to Company’s employees working in connection with the services Company is providing or will provide to the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing or will provide the District.

By: ____________________________________________ (individual signature)

Printed Name: ________________________________

For ________________________________ (company name)

Title: __________________________________________

Subscribed and sworn to before me on this _____ day of ________________________, 2015.

______________________________

NOTARY PUBLIC

My commission expires: ____________________________________________________________________
ATTACHMENT C

Park Hill School District

REQUEST FOR PROPOSAL
COMPENSATION & CLASSIFICATION STUDY

SIGNATURE PAGE

Park Hill School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the District.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Consultant is required to complete, sign and return this form with the proposal.**

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<th>Company Name</th>
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