

MATRIX FOR CONSULTING FIRMS FOR CLASSIFICATION AND SALARY SURVEY

Experience, qualification and references	Experience, qualification and references	Economics and value	Quality of proposal	Scope of work and methodologies to be used
<p>Koff & Associates</p>	<ul style="list-style-type: none"> ●Koff is a public sector consulting firm founded in 1984. ●70% of Koff’s business is conducting classification and compensation studies. ●Koff has many water industry clients ●Conducted 2012 class and comp study for MCWD 	<ul style="list-style-type: none"> ●Koff is located in Berkeley, CA. ●Koff is offering 2 cost options. ●Option 1 is based on a limited amount of time to complete the study and will only review 20 of the 25 classifications for \$27,250. ●Option 2 is a not-to-exceed amount of \$31,500 and includes reviewing all 25 current classifications. 	<ul style="list-style-type: none"> ●Professional and comprehensive ●Includes 4-month Timeline with several Onsite meetings with stakeholders ●Majority of work can be done through phone calls and emails. 	<ul style="list-style-type: none"> ●Initial meeting with employees, management, Human Resources and other stakeholders ●Koff will complete the classification and job evaluation before completing the compensation reviews. ●Koff will use Position Development Questionnaires (PDQ) to develop job descriptions ●Koff will make recommendations to list of comparator agencies for compensation review.
<p>Compass</p>	<ul style="list-style-type: none"> ●Some public sector Clients ●Formed in 2003 ●Little information on team members 	<ul style="list-style-type: none"> ●Compass is located in Ingomar, Pennsylvania ●Cost proposal is \$47,750 Which includes travel expenses of \$4,000 included in the total fee. 	<ul style="list-style-type: none"> ●Professional and thorough ●Includes 5-month timeline with 30, 60 and 90 day reviews through May 2018 ●Includes 3 trips to CA (flight, overnight stay and meals) 	<ul style="list-style-type: none"> ●Compass will meet with designated individuals to clarify goals and expectations. ●Compass will use a job analysis template to create new job descriptions if necessary. ●Compass will also complete The classification and job evaluation prior to the compensation review.