

KANSAS CITY KANSAS COMMUNITY COLLEGE  
NOTICE OF REQUEST FOR PROPOSALS (RFP) 24-005

Issued Date: Monday, February 19, 2024

**Sealed proposals must be received by  
2:30 p.m. on Monday, March 18, 2024 for the following:**

**Employee Compensation Study**

All questions regarding this RFP must be submitted in writing via email to:

Amiee Wenson, Director of Budget & Purchasing  
Kansas City Kansas Community College  
7250 State Avenue, Kansas City, Kansas 66112  
Finance Department, Jewell Building  
Email: [awenson@kckcc.edu](mailto:awenson@kckcc.edu)

The undersigned certifies that they have the authority to bind this company in an agreement to supply the services in accordance with all terms and conditions specified herein. Please type or print the information below.

**Respondent is REQUIRED to complete, sign, and return this form with their submittal.**

**FORM A**

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Telephone #	Date
Fax #	Tax ID #
Email Address	

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## **RFP INFORMATION, INSTRUCTIONS, FORMS**

RFP NO. 24-005

### **PROFILE OF KANSAS CITY KANSAS COMMUNITY COLLEGE**

Kansas City Kansas Community College (KCKCC) is a centrally located, 2-year public institution in the Kansas City metropolitan area in northeast Kansas. The College was founded in 1923 and is accredited by the Higher Learning Commission. KCKCC's Main Campus and Technical Education Centers are within the city limits of Kansas City, Kansas, located within Wyandotte County near State Avenue and College Parkway. The College also serves Leavenworth County with a satellite center, Pioneer Career Center. In total, KCKCC serves about 8,000 students per year.

The stated mission of KCKCC is to "inspire individuals and enrich our community one student at a time."

The College employs approximately 270 full-time, staff employees and 163 full-time teaching and non-teaching faculty including librarians, counselors, etc. KCKCC's faculty hold rank based on education attainment and years of experience and represented by the Kansas affiliate of the National Education Association (KNEA). Annually, College administration and faculty negotiate terms and conditions of employment that are incorporated into a Master Faculty Contract through ratification by the faculty and approval by the KCKCC Board of Trustees. Staff and administrators are not represented by a union.

## INSTRUCTIONS FOR SUBMITTING PROPOSAL

### SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

- A) Submit six (6) original paper copies of the submittal response in a sealed envelope, labeled with the RFP number and project title. Two (2) electronic copies on separate USB drives of the submittal response should be provided in the sealed envelope with the original paper copies. Deliver or mail to 7250 State Avenue, Kansas City, Kansas 66112, Attention: Amiee Wenson, Director of Budget and Purchasing, Administrative Offices.
- B) The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College in its sole discretion.
- C) Any submittal may be withdrawn prior to the time submittals are due, but no submittal may be withdrawn for a period of ninety (90) days after the submittal deadline.
- D) Any exceptions to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 24-005**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
- E) Questions and clarifications pertaining to any item of this request may be obtained by submitting a request via email prior to the submittal deadline as noted on Page 1. Except in writing as noted on page 1, no other communication will take place between respondents and employees of the College during the RFP process.
- F) Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
- G) It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions herein.
- H) If it becomes necessary to revise this RFP, in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the College website. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**

- I) The College will not be liable for any costs that a respondent may incur in the preparation or presentation of the submittal.
- J) In all cases, no verbal communications will override written communications, and only written communications are binding.
- K) The College shall not be obligated to return the respondent's submittal once submitted, whether the submittal is withdrawn or not.

## **SECTION 2: EVALUATION CRITERIA**

Evaluation of proposals will be in accordance with the College's policies and practices. The College shall base its selections for professional services required for the project upon, but not limited to, the following criteria:

### **A) Approach to the Project**

- The approach to the scope of the services being requested and the extent to which respondents meet or exceed the requirements of the College.

### **B) Personnel**

- Professional credentials and experience of all personnel who will be involved with the project.
- The specialized experience and technical competence of the respondent with respect to the type of services required.

### **C) Capacity to Perform the Work**

- The capacity and capability of the respondent to perform the work in question, including specialized services, within an acceptable timeframe to complete the project.
- Total resources of the respondent that can be applied to the Project, including project schedules.

### **D) Experience**

- The past record of performance of the respondent with respect to such factors as previous similar work, control of costs, quality of work, and ability to meet schedules.
- Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients of comparable size and complexity will be considered.

### **E) Familiarity**

- The respondent's proximity to and familiarity with the College and/or higher education.
- Demonstrated understanding of the scope and work required as evidenced by the submittal and the ability of the respondent to deliver services as requested.

F) Fee Proposal

- Selection will be made based upon most responsible respondent in the sole discretion of the College, including costs. A responsible respondent is a firm who has the capability and experience in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.

**SECTION 3: PROPOSAL SUBMITTALS**

A) Bid/Proposal Format

Structure submittal, specific to the following outline, clearly identifying each section:

1. Respondent Acknowledgement Sheet – Completed copy of the cover page located at the beginning of this RFP. *FORM A.*
2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages). *No form.*
3. Experience – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with KCKCC, and if any contract with KCKCC was terminated or declared in default by the College due to performance, breach, or other concerns. Provide three (3) references, that include current and former public higher education clients for similar work. *FORM B.*
4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work. Include an organizational chart and resumes as appropriate. *FORM C.*
5. Project Approach – Describe in detail the approach to the project. Provide a detailed, task-oriented timeline for the project as it relates to the project requirements. *FORM D.*
6. Fee Proposal – Provide a price proposal with a fixed price / lump sum amount for the project based on the scope of services outlined in this RFP. Also, include a fee schedule in an hourly billable rate format for all project personnel in the event additional services are requested. Unless stated, the College shall assume that no other fees will be assessed in connection with the provision of services and to satisfy the RFP requirements. *FORM E.*

## SCOPE OF SERVICES & RESPONSIBILITIES

### **SECTION 1: INTRODUCTION TO PROJECT**

Employee compensation is a factor that affects KCKCC's ability to perform as a high-quality academic institution. As such, the College desires to be strategic and purposeful in establishing a compensation structure to recruit and retain employees.

KCKCC is seeking proposals from qualified firms to complete a comprehensive compensation study that will determine whether the College's existing compensation schedules are competitive within today's market of comparable entities and address internal salary relationships within the organization to help determine pay equity.

### **SECTION 2: SCOPE OF WORK**

#### A) Staff Compensation Study

KCKCC intends to contract for a compensation study focused on the salaries, a market comparison, and an equity analysis for approximately 270 full-time staff (non-faculty) positions. A copy of the current staff pay structure is included as Exhibit A. A comparative analysis of retirement and medical health insurance benefits should be included in the summary of the market comparisons selected for the study.

#### B) Faculty Compensation Study

KCKCC intends to contract for a compensation study focused on the salaries and a market comparison for an estimated 163 full-time, ranked, teaching and non-teaching faculty positions including librarians, counselors, etc. A copy of the current faculty pay structure is included as Exhibit B. A comparative analysis of retirement and medical health insurance benefits should be included in the summary of the market comparisons selected for the study.

### **SECTION 3: CONSULTANT RESPONSIBILITIES**

The consultant will conduct activities that shall include but are not limited to the following:

#### A) Market Surveys

Provide the College with market surveys including at least 10 comparable higher education institutions (distinguishing between general education and technical education teaching faculty positions, non-teaching faculty, and staff positions) and comparable private and public sector (non-education) employers for certain staff positions (IT, finance, facilities, police, etc.). The

survey data should include salaries and wages, employee cost for medical health insurance options, and retirement benefits (contributory and noncontributory).

B) Assessment

Assess current pay structures and classification of positions as compared to the market data.

C) Pay Structure Recommendations

Provide pay grade and salary adjustment recommendations while also ensuring internal equity among employees. Provide the College with recommendations for ongoing compensation administration including annual adjustments to pay ranges, pay range movements by positions, and recommended salary adjustments.

Separate pay structures should be maintained for faculty and staff.

**SECTION 4: SPECIFIC PROJECT REQUIREMENTS**

A) Market Comparison Analysis

1. Select Comparable Employers

Provide recommended entities to be used in the survey process for faculty and staff positions, subject to College approval.

2. Conduct Survey

Survey salary and benefits (limited to employee medical health insurance costs and retirement contributions) for peer institutions and market competitors as compared to the College.

3. Comparison Assessment

Determine the College's comparable standing for salaries, medical health insurance, and retirement among its peers and market competitors. Respondent should include a cost of living index ratio for immediate location of entity and average for surrounding area to ensure data is comparable.

4. Recommendations

Recommend as appropriate adjustments to faculty and staff salary structures and other important and relevant factors including pay structure, pay grades, pay range movements, hiring practices above minimum, credit for prior work experience, etc.

## B) General Education and Technical Education Faculty

### 1. Pay Models

Assess specific classifications for general education faculty and technical education faculty and recommend alternative pay models proposed to be competitive in the market.

The faculty pay schedule (matrix) is attached as Exhibit A.

### 2. Faculty Comparison Groups

When selecting comparable institutions for faculty positions, it should be considered that KCKCC faculty hold rank (titles), are unionized, hold rank, and are represented by KNEA, and that faculty are placed on the current pay structure based on education (classification) and number of years with the institution (step). New faculty typically start at step 4; however, credit for prior work experience can be given at hiring, with step 5 and above requiring the Board of Trustees approval. Depending on the classification and years of full-time service at KCKCC, applicable titles are given (instructor through full professor).

### 3. Hiring Approach

Recommendations should be given on the hiring practices for faculty for general education and technical faculty, considering industry work experience as well as teaching experience.

## C) Staff

### 1. Pay Models

Assess specific pay grade classifications for all staff level positions including exempt and nonexempt positions, administrators and executive level positions. Evaluate the current pay structure and recommend alternative pay models to be competitive in the market.

The staff pay schedule is attached as Exhibit B.

### 2. Placement in Pay Grades

A job description evaluation of all staff positions should be conducted to identify the positions to be included in each pay grade. Determine whether staff positions are properly placed within existing pay grades and make recommendations as appropriate.

Provide training to Human Resources staff for the job description evaluation methodology and pricing for outside job description evaluations by the respondent in the future.

### 3. Internal Equity

The College has undertaken several equity adjustment efforts over the past four years. If new pay models are recommended, suggest a process to evaluate equity comparisons of positions within the new pay grades, and future hiring pay practices.

- D) Provide follow-up status meetings at least biweekly.
- E) Prepare and deliver presentation(s) regarding survey results and recommendations to the College including a final written report and in person presentations as requested.

## GENERAL CONTRACT TERMS AND CONDITIONS

### SECTION 1: GENERAL TERMS

A) Governing Law

A contract document will be negotiated once the successful respondent has been selected. Per state statute, Form DA-146a will be part of the final contract and the State of Kansas will be the governing law.

B) Costs

The costs will be a fixed price / lump sum which is not subject to increase unless mutually agreeable to both parties. The respondent shall provide all personnel, equipment, products, materials, supplies, and services necessary for the proper execution and implementation of the agreement.

C) Independent Contractor

The respondent is now, and shall remain, a separate and independent entity from the College.

D) Submittal

The RFP and submittal received from the successful respondent will be incorporated into the agreement between the College and the respondent, and all provisions therein shall be incorporated, unless superseded by the terms and conditions of the agreement or any subsequent amendment. No contract award shall exist until an agreement is approved by the College and executed by both parties.

E) Term

The agreement shall include the project schedule and acceptance of the final product.

F) Insurance

While performing the services, the respondent will maintain minimum insurance coverage specified herein. The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the respondent. The respondent will provide the College certificates evidencing the required coverage prior to commencing services.

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Comprehensive General Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Umbrella	\$2,000,000
Professional Liability	\$1,000,000

G) Equal Employment Opportunity Clause

The Respondent hereby agrees to the following provisions:

1. No Discrimination

The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

2. Posting Non-Discrimination Notices

The respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

3. No Retaliation

The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not

otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

4. Noncompliance

In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

5. Subcontractors

The respondent will include the nondiscrimination provisions herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

6. Secretary of Labor Compliance

The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

H) Debarred Contractors

The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.

I) Smoke and Tobacco-Free College

The respondent agrees to abide by the Smoke and Tobacco-Free College policy for all employees and subcontractors while at College locations.

J) Sales Tax Exemption

The College is exempt from sales tax and it should be excluded from all proposals.

**Faculty Pay Matrix  
FY23-24**

"A" designates the 182-days faculty line  
"B" designates the 212-days faculty line

		AAS/Cert	B.A.	B.A.+Cert	M.A.	M.A.+15	M.A.+30	M.A.+45	Doctorate
Step	Status	Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	A	\$ 40,461.45	\$ 42,841.53	\$ 45,221.62	\$ 47,601.70	\$ 49,981.79	\$ 52,361.88	\$ 54,741.96	\$ 59,502.13
	B	\$ 47,520.78	\$ 49,900.87	\$ 52,671.29	\$ 55,446.47	\$ 58,216.89	\$ 60,992.06	\$ 63,762.48	\$ 69,308.08
2	A	\$ 42,365.52	\$ 44,745.60	\$ 47,125.69	\$ 49,505.77	\$ 51,885.86	\$ 54,265.94	\$ 56,646.03	\$ 61,406.20
	B	\$ 49,739.02	\$ 52,119.11	\$ 54,889.53	\$ 57,664.71	\$ 60,435.12	\$ 63,210.30	\$ 65,980.72	\$ 71,526.32
3	A	\$ 44,269.59	\$ 46,649.67	\$ 49,029.76	\$ 51,409.84	\$ 53,789.93	\$ 56,170.01	\$ 58,550.10	\$ 63,310.27
	B	\$ 51,957.26	\$ 54,337.35	\$ 57,107.77	\$ 59,882.94	\$ 62,653.36	\$ 65,428.54	\$ 68,198.96	\$ 73,744.56
4	A	\$ 46,173.65	\$ 48,553.74	\$ 50,933.82	\$ 53,313.91	\$ 55,693.99	\$ 58,074.08	\$ 60,454.17	\$ 65,214.34
	B	\$ 54,175.50	\$ 56,555.59	\$ 59,326.00	\$ 62,101.18	\$ 64,871.60	\$ 67,646.78	\$ 70,417.20	\$ 75,962.80
5	A	\$ 48,077.72	\$ 50,457.81	\$ 52,837.89	\$ 55,217.98	\$ 57,598.06	\$ 59,978.15	\$ 62,358.23	\$ 67,118.40
	B	\$ 56,393.74	\$ 58,773.83	\$ 61,544.24	\$ 64,319.42	\$ 67,089.84	\$ 69,860.26	\$ 72,635.44	\$ 78,181.04
6	A	\$ 49,981.79	\$ 52,361.88	\$ 54,741.96	\$ 57,122.05	\$ 59,502.13	\$ 61,882.22	\$ 64,262.30	\$ 69,022.47
	B	\$ 58,611.98	\$ 60,992.06	\$ 63,762.48	\$ 66,537.66	\$ 69,308.08	\$ 72,078.50	\$ 74,853.68	\$ 80,399.28
7	A	\$ 51,885.86	\$ 54,265.94	\$ 56,646.03	\$ 59,026.11	\$ 61,406.20	\$ 63,786.28	\$ 66,166.37	\$ 70,926.54
	B	\$ 60,830.22	\$ 63,210.30	\$ 65,980.72	\$ 68,755.90	\$ 71,526.32	\$ 74,296.74	\$ 77,071.92	\$ 82,617.52
8	A	\$ 53,789.93	\$ 56,170.01	\$ 58,550.10	\$ 60,930.18	\$ 63,310.27	\$ 65,690.35	\$ 68,070.44	\$ 72,830.61
	B	\$ 63,048.46	\$ 65,428.54	\$ 68,198.96	\$ 70,969.38	\$ 73,744.56	\$ 76,514.98	\$ 79,290.16	\$ 84,831.00
9	A	\$ 55,693.99	\$ 58,074.08	\$ 60,454.17	\$ 62,834.25	\$ 65,214.34	\$ 67,594.42	\$ 69,974.51	\$ 74,734.68
	B	\$ 65,266.70	\$ 67,646.78	\$ 70,417.20	\$ 73,187.62	\$ 75,962.80	\$ 78,733.22	\$ 81,508.40	\$ 87,049.24
10	A	\$ 57,598.06	\$ 59,978.15	\$ 62,358.23	\$ 64,738.32	\$ 67,118.40	\$ 69,498.49	\$ 71,878.57	\$ 76,638.74
	B	\$ 67,480.18	\$ 69,860.26	\$ 72,635.44	\$ 75,405.86	\$ 78,181.04	\$ 80,951.46	\$ 83,721.88	\$ 89,267.48
11	A	\$ 59,502.13	\$ 61,882.22	\$ 64,262.30	\$ 66,642.39	\$ 69,022.47	\$ 71,402.56	\$ 73,782.64	\$ 78,542.81
	B	\$ 69,698.42	\$ 72,078.50	\$ 74,853.68	\$ 77,624.10	\$ 80,399.28	\$ 83,169.70	\$ 85,940.12	\$ 91,485.72
12	A	\$ 61,406.20	\$ 63,786.28	\$ 66,166.37	\$ 68,546.46	\$ 70,926.54	\$ 73,306.63	\$ 75,686.71	\$ 80,446.88
	B	\$ 71,916.66	\$ 74,296.74	\$ 77,071.92	\$ 79,842.34	\$ 82,617.52	\$ 85,387.94	\$ 88,158.36	\$ 93,703.96
13	A	\$ 63,310.27	\$ 65,690.35	\$ 68,070.44	\$ 70,450.52	\$ 72,830.61	\$ 75,210.69	\$ 77,590.78	\$ 82,350.95
	B	\$ 74,134.90	\$ 76,514.98	\$ 79,290.16	\$ 82,060.58	\$ 84,831.00	\$ 87,606.18	\$ 90,376.60	\$ 95,922.20
14	A	\$ 65,214.34	\$ 67,594.42	\$ 69,974.51	\$ 72,354.59	\$ 74,734.68	\$ 77,114.76	\$ 79,494.85	\$ 84,255.02
	B	\$ 76,353.13	\$ 78,733.22	\$ 81,508.40	\$ 84,278.82	\$ 87,049.24	\$ 89,824.42	\$ 92,594.84	\$ 98,140.43
15	A	\$ 67,118.40	\$ 69,498.49	\$ 71,878.57	\$ 74,258.66	\$ 76,638.74	\$ 79,018.83	\$ 81,398.92	\$ 86,159.09
	B	\$ 78,571.37	\$ 80,951.46	\$ 83,726.64	\$ 86,497.06	\$ 89,267.48	\$ 92,042.66	\$ 94,813.08	\$ 100,358.67
16	A	\$ 69,022.47	\$ 71,402.56	\$ 73,782.64	\$ 76,162.73	\$ 78,542.81	\$ 80,922.90	\$ 83,302.98	\$ 88,063.15
	B	\$ 80,789.61	\$ 83,169.70	\$ 85,944.88	\$ 88,715.30	\$ 91,485.72	\$ 94,260.90	\$ 97,031.32	\$ 102,576.91
17	A	\$ 70,926.54	\$ 73,306.63	\$ 75,686.71	\$ 78,066.80	\$ 80,446.88	\$ 82,826.97	\$ 85,207.05	\$ 89,967.22
	B	\$ 83,007.85	\$ 85,387.94	\$ 88,163.12	\$ 90,933.54	\$ 93,703.96	\$ 96,479.14	\$ 99,249.55	\$ 104,795.15
18	A	\$ 72,830.61	\$ 75,210.69	\$ 77,590.78	\$ 79,970.86	\$ 82,350.95	\$ 84,731.03	\$ 87,111.12	\$ 91,871.29
	B	\$ 85,226.09	\$ 87,606.18	\$ 90,381.36	\$ 93,151.78	\$ 95,922.20	\$ 98,692.61	\$ 101,467.79	\$ 107,013.39
19	A	\$ 74,734.68	\$ 77,114.76	\$ 79,494.85	\$ 81,874.93	\$ 84,255.02	\$ 86,635.10	\$ 89,015.19	\$ 93,775.36
	B	\$ 87,444.33	\$ 89,824.42	\$ 92,599.60	\$ 95,370.02	\$ 98,140.43	\$ 100,910.85	\$ 103,686.03	\$ 109,231.63
20	A	\$ 76,638.74	\$ 79,018.83	\$ 81,398.92	\$ 83,779.00	\$ 86,159.09	\$ 88,539.17	\$ 90,919.26	\$ 95,679.43
	B	\$ 89,662.57	\$ 92,042.66	\$ 94,817.84	\$ 97,583.50	\$ 100,358.67	\$ 103,129.09	\$ 105,904.27	\$ 111,445.11
21	A	\$ 78,542.81	\$ 80,922.90	\$ 83,302.98	\$ 85,683.07	\$ 88,063.15	\$ 90,443.24	\$ 92,823.32	\$ 97,583.50
	B	\$ 91,880.81	\$ 94,260.90	\$ 97,036.08	\$ 99,801.73	\$ 102,576.91	\$ 105,347.33	\$ 108,122.51	\$ 113,663.35

## 2023-2024 Salary Schedule

### Schedule A

Grade	Job Titles	Minimum	Midpoint	Maximum
22	Executive Vice President	\$131,378	\$164,222	\$197,067
21	Vice President / Chief	\$119,842	\$149,802	\$179,763
20	Associate Chief	\$103,679	\$129,599	\$155,519
19	Dean / Executive Director	\$90,363	\$112,954	\$135,545
18	Director	\$79,619	\$99,524	\$119,429
17	Director	\$70,895	\$88,619	\$106,343
16	Director	\$63,457	\$79,321	\$95,185
15	Assistant Director / Manager	\$57,120	\$71,400	\$85,680
14	Coordinator II / Supervisor	\$52,070	\$65,087	\$78,104
13	Coordinator I	\$47,753	\$59,692	\$71,630
12	Specialist II	\$41,325	\$51,656	\$61,987
11	Specialist I	\$37,468	\$46,834	\$56,201
10	Administrative Assistant I	\$34,254	\$42,817	\$51,381
9	Technician	\$31,499	\$39,374	\$47,248
8	Clerk	\$29,387	\$36,733	\$44,080

### Schedule B

Grade	Job Titles	Minimum	Midpoint	Maximum
17B	Director of EMT Programs Director of Nursing Senior Database Administrator	\$81,529	\$101,912	\$122,294
16B	Student Health Center Nurse (College Nurse)	\$72,975	\$91,219	\$109,463
15B	Senior Network Engineer LMS Database Manager	\$65,688	\$82,110	\$98,532
14B	Network Engineer, Sergeant Database Administrator	\$59,880	\$74,850	\$89,820
13B	Nursing Clinical Compliance Coordinator I	\$54,916	\$68,645	\$82,375
12B	HVAC Technician, Plumber, Electrician, Officer	\$47,524	\$59,404	\$71,285

### Schedule C

15C	Head Coach - Golf	\$47,600.12	\$59,500.15	\$71,400.18
14C	Instructors	\$41,221.70	\$51,527.12	\$61,832.55
13C	Assistant Coach	\$35,814.95	\$44,768.69	\$53,722.42

**FORM B: EXPERIENCE / REFERENCES**

Project Title/Location (city/state):		a. Year professional services completed:
b. Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		

**FORM C: KEY PERSONNEL**

Complete this form for all personnel assigned to the project

1. Name		2. Role(s) on this Project:	
3. Firm Name / Location (city/state):		4. Total Years Experience:	5. Years Experience w/current firm:
6. Education [Degree(s)/Specialization]:		7. Current Professional Registrations [state(s)/discipline]:	
8. Additional Professional Qualifications [Publications, Organizations, Training, Awards, etc.]:			

**Relevant Example Projects Listed in Part B**

___. Project Title / Location (city/state):	Year Services Completed: Professional / Construction
Specific Role(s):	With current Firm? If no, list firm.
Brief Description (Scope, Size, Cost, etc.)	

___. Project Title / Location (city/state):	Year Services Completed: Professional / Construction
Specific Role(s):	With current Firm? If no, list firm.
Brief Description (Scope, Size, Cost, etc.)	

___. Project Title / Location (city/state):	Year Services Completed: Professional / Construction
Specific Role(s):	With current Firm? If no, list firm.
Brief Description (Scope, Size, Cost, etc.)	

**Relevant Example Project Not listed in Section B**

1. Project Title / Location (city/state):	Year Services Completed: Professional / Construction
Specific Role(s):	With current Firm? If no, list firm.
e. Brief Description (Scope, Size, Cost, etc.)	

2. Project Title / Location (city/state):	Year Services Completed: Professional / Construction
Specific Role(s):	With current Firm? If no, list firm.
e. Brief Description (Scope, Size, Cost, etc.)	

3. Project Title / Location (city/state):	Year Services Completed: Professional / Construction
Specific Role(s):	With current Firm? If no, list firm.
e. Brief Description (Scope, Size, Cost, etc.)	

**FORM D: PROJECT APPROACH**

Brief description of project approach

Project Timeline

Data Analytics Methods

Other Information to be Considered

FORM E: FEE PROPOSAL		
Fixed Costs for Project		
Hourly Rate Schedule		
(Complete this section for all key personnel proposed for this project)		
Name / Firm	Role in this Project	Hourly Rate