



September 26, 2018

Mr. Doug Coutts
District Director
South Whidbey Parks and Recreation District
5475 Maxwellton Rd.
Langley, WA 98260

Dear Mr. Coutts,

Thank you for considering our services for a compensation analysis for 6 positions of the South Whidbey Parks and Recreation District. The following represents our proposed scope of work and associated professional fee and expenses to conduct the study.

Scope of Services as defined in the RFP

- A compensation analysis that includes a survey of wages and benefits (beyond standard) from comparable organizations.
- Make findings and recommend appropriate adjustments to salaries and benefits based on comparison and analysis of identified comparable positions.

Scope of Work

The specific tasks of the project would include:

- Obtain job descriptions and other documents
- Obtain information from comparable Park Districts and compile salary and benefit data (if beyond standard) for 6 positions
- Analyze individual positions; identify compensation analysis assumptions; develop findings and recommend appropriate adjustments to compensation and benefits
- Develop draft report and receive feedback from District Director
- Make appropriate adjustments to findings and recommendations; finalize report

Professional Fee & Expenses

The fee for a compensation analysis is \$4,500 (not including expenses). Should South Whidbey Parks and Recreation District wish to expand the scope of work, the professional fees may increase. Direct expenses include:

- Delivery expenses.
- Printing of documents and materials.
- Consultant travel time is billed at \$62.50 per hour. Mileage is billed at IRS rate.
- Any client required licenses, fees or taxes.

South Whidbey Parks and Recreation District may cancel the contract at any time. South Whidbey Parks and Recreation District's only obligation would be the fees and expenses incurred prior to cancellation.