

Tab E - Proposal Pricing

Service Category #1: Consulting Services

NOTE: Final pricing will depend on each organization's specific needs and selection of services. A fixed fee cost will be developed based on the hourly rates below.

Staff Member	Hourly Rate
Project Manager/Technical Specialist	\$155
Principal Consultant	\$150
Principal Program Coordinator	\$145
Senior Consultant	\$130
HR Consultant/Program Coordinator	\$115
Administrative Technician/Associate HR Consultant	\$105
Office Assistant	\$95

Service Category #2: Optional Ancillary Services

Subcategory: Full Compensation Package Review

Same as Service Category #1: Consulting Services

Subcategory: Employee Engagement

NOTE: Final pricing will depend on each organization's specific needs and selection of optional services

# Employees Total	# Key driver analysis*/ recommendations report	# Online breakout reports	Standard Package Price (First Survey)	Option: Up to 3 open-ended comments (reported verbatim, no analysis)	Option: Paper password invitations**
0-99	0*	Up to 5	\$10,500	\$430	\$420 (up to 50)
100-499	1	Up to 10	\$11,920	\$540	\$460 (up to 250)
500-999	1	Up to 20	\$12,890	\$700	\$520 (up to 500)
1,000-1,999	1	Up to 20	\$13,420	\$940	\$640 (up to 1,000)
2,000-2,999	1	Up to 20	\$13,950	\$1,200	\$750 (up to 1,500)
3,000-3,999	1	Up to 20	\$14,480	\$1,470	\$870 (up to 2,000)
4,000-4,999	1	Up to 20	\$15,000	\$1,740	\$990 (up to 2,500)
5,000-5,999	1	Up to 20	\$15,530	\$2,000	\$1,100 (up to 3,000)
6,000-6,999	1	Up to 20	\$16,060	\$2,270	\$1,220 (up to 3,500)
7,000-7,999	1	Up to 20	\$16,600	\$2,530	\$1,340 (up to 4,000)
8,000-8,999	1	Up to 20	\$17,120	\$2,800	\$1,450 (up to 4,500)
9,000-9,999	1	Up to 20	\$17,650	\$3,070	\$1,570 (up to 5,000)
10,000-10,999	1	Up to 30	\$18,890	\$3,330	\$1,690 (up to 5,500)

*100 responses required for key driver analysis / **Agency to print and distribute

Additional Survey Options (Fixed Fee):

- Spanish language option not included. Additional cost for Spanish survey translation -- \$1,500.
- Additional kickoff or results presentations (1-hour each, remote) -- \$450.
- Additional online breakout reports* -- \$100 per report. **Must be included in the contact file. Does not include new analysis or combinations of results after the survey is conducted.*
- Standard package includes one recommendations report overall. Additional recommendations reports -- \$150 per report.
- Additional key driver analysis (includes weights added to the report) --\$650 per analysis.
- Key driver weights added to an online report for a breakout unit (i.e., the breakout “inherits” the weights for the organization overall) -- \$100 per report.
- Results discussion meeting (1-hour, remote, includes customized recommendations report) -- \$500 per meeting + recommendations report.

Additional Follow-up Support Services (Time & Materials):

Service	Hourly Rate	Estimated Hours*
Action Planning Workshops	\$230	Minimum 15 hours for one session
Focus Groups	\$230	Minimum of 30 hours for three focus groups
Action Planning Implementation Support Services	\$250	Minimum of 10 hours for a series of five meetings with one leader or team

**Final number of hours depends on the agency's specific needs, such as number of planning or follow-up meetings required, number of sessions, or number of focus group presentations*

Travel

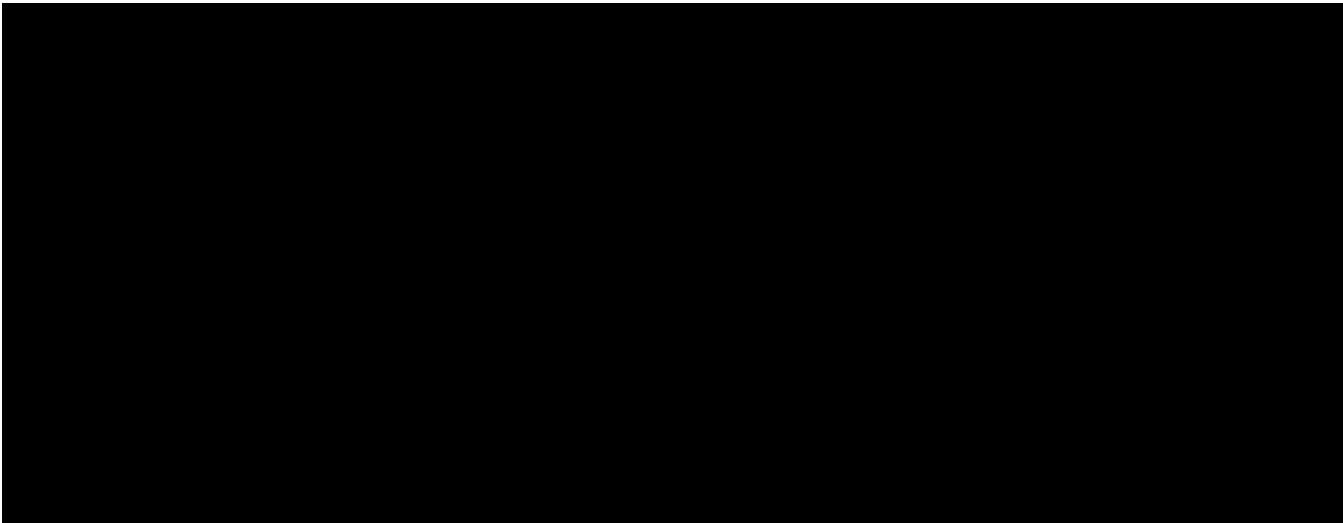
In the event the agency desires to have in-person support by a Project Manager or Senior Project Consultant, which results in expenses incurred by CPS HR, the travel will be billed at the following flat rates, depending on consultant and client locations. The flat rate covers travel expenses such as consultant travel time, air, hotel, mileage, and per diem. The travel expenses shall be as follows as reflected on the chart below (per person, per trip, no longer than 5 days).

Description	Cost
One day trip by car (no overnight stay)	\$250
Two-day trip by car (one overnight stay)	\$1,000
Two-day trip by air (one overnight stay)	\$2,000
Three-day trip by air (two overnight stay)	\$2,500
Four-day trip by air (three overnight stay)	\$2,750
Five-day trip by air (four overnight stay)	\$3,000

Billing: We will bill one-half of the standard survey package total after the survey closes, and the remaining amount after we submit the reports. We will bill any additional survey options after we deliver them. We will bill any consulting time for optional follow-up support services (action planning, focus groups, implementation support) each month for work completed. Any travel will be billed as a flat rate.

Pricing for Subsequent Surveys:

- Survey #2 = Survey #1 price + 5%
- Survey #3 = Survey #2 price + 5%
- Survey #4 = Survey #3 price + 5%
- Survey #5 = Survey #4 price + 5%



Subcategory: Training

Pricing Table: Group Training

Course Length	Virtual, Instructor-Led Training	Onsite, Instructor-Led Training
1-hour	\$575.00	\$1,200.00
1.5 - 2 hours	\$1,125.00	\$1,800.00
2.5 - 3 hours	\$1,450.00	\$2,400.00
1/2 day	\$1,800.00	\$3,000.00
1-day	\$3,300.00	\$4,800.00
1-day Blended (6-8 hours; Onsite w/LVT)	N/A	\$5,400.00
2-day	\$6,000.00	\$9,000.00
2-day Blended	N/A	\$9,000.00
2 1/2 day	\$7,200.00	\$11,750.00
3-day	\$9,000.00	\$14,500.00

NOTE: Some courses include 3rd party materials. 3rd party materials are an additional cost in addition to the training delivery rate. 3rd party materials are charged at the actual costs incurred.

Open Enrollment Pricing

The cost of each class is the current catalog price at the time of class registration.

[CPS HR Training Center \(expertusone.com\)](http://expertusone.com)

2024 – 2025 CPS HR Catalog Direct Link: [PowerPoint Presentation \(website-files.com\)](#)

Subcategory: Testing and Assessment

Test Rental Service Rates

Multiple-Choice Test Rental Exam Rates ¹				
	Stock Tests	Semi-Stock Tests	Agency Tests	Custom Tests
Base Fee (Per Order)	\$295.00	\$595.00	\$350.00	\$1295.00
1-100 Candidates (per candidate)	\$10.00	\$14.00	\$11.00	\$15.00
101-500 Candidates (per candidate)	\$9.50	\$13.00	\$10.50	\$14.00
501+ Candidates (per candidate)	\$9.00	\$12.00	\$10.00	\$13.00
New Item Writing/Entry	N/A	N/A	N/A	\$40 per item
Pick Up/Handling	5%	5%	5%	5%
Standard Shipping/Handling*	10%	10%	10%	10%
Expedited Shipping/Handling*	15%	15%	15%	15%

Online and/or Remote Proctoring Services for Multiple-Choice Examinations

Online test format is available for most test rental written examinations. Test rental's online examinations are designed to be administered in a proctored setting. Benefits of CPS HR's online testing program include easy materials handling - no hard copies to ship, track, and inventory, automated scoring for easy and fast results, and can be used for online and/or in-person proctoring.

Online Testing Options for Written Exams – Online Testing				
	Stock Tests	Semi-Stock Tests	Agency Tests	Custom Tests
Administrative Set Up Fee (per order)	\$95	\$95	\$95	\$95
One Time Exam Set Up Fee*	N/A	\$595	\$350	\$995
Per Candidate Fee	\$15	\$15	\$15	\$15
Title Change (optional)	\$25.00	N/A	N/A	N/A
Additional Supplement (optional)	\$50	N/A	N/A	N/A

* This one-time set-up fee will be applied for the first online administration of a semi-stock, agency or custom test.

Online Testing with Remote Proctor Services	
	Agency Price Tests
Administrative Set Up Fee (per order)	\$185.00
1 hour test (per candidate)	\$38.50
1 - 2 hour test (per candidate)	\$46.00
2 - 3 hour test (per candidate)	\$54.75
Over 3 hour test (per candidate)	\$63.50

Job Analysis

Task	Cost (Flat Fee)
Job Analysis (inclusive of a job analysis report)	\$7,900 per job analysis

General Costing Assumptions:

1. Flat fee costs assume a single job classification title; job classification series will be priced at the stated flat fee rate for each level within a classification series.
2. Costing assumes a job classification includes no more than 100 incumbents. In the event a job analysis is requested for a job classification title exceeding this number, CPS HR will work with the Agency to determine if additional steps and costs are necessary.
3. Each job analysis is cognitive based only and does not include identification of any physical abilities necessary for a job classification. Requests for physical ability job analyses and their related work and costs can be discussed upon request.
4. No travel costs are listed as all services will be provided through telephone, web conference (Microsoft Teams), and e-mail. In the event the Agency requests in-person meetings and/or requests job site visits, CPS HR will work with the Agency to confirm the additional scope of work and provide the Agency with the related costs.
5. All deliverables will be provided electronically in a confidential and secure manner, typically using a secure Microsoft Teams channel.
6. The Agency will be responsible for securing and coordinating the participation of subject matter experts (SMEs) for job analysis participation.