



# CENTRAL OKLAHOMA WORKFORCE INNOVATION BOARD

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Oklahoma City, OK 73118

405-622-2026

The Central Oklahoma Workforce Investment Board (COWIB)/dba Central Oklahoma Workforce Innovation Board is requesting proposals to review and make recommendations to its personnel classification system.

## Scope of Work

It is anticipated that the firm and/or consultant selected will evaluate positions, job descriptions, and compensations and will make recommendations for changes based on industry standards and comparative data. They will conduct interviews with current team members to understand duties and compensation. There will be an evaluations of positions based on industry standards for titles, position duties and compensation. It is anticipated that the selected bidder will utilize some form of compensation analysis reporting tool as well as best practice information during the course of their evaluation. They will provide written recommendations and documentation in the form of:

- Updated Job Descriptions.
- Proposed Changes to the Compensation Schedule.
- Comparative Data and Reports.

A draft report will be prepared to present to the Executive Committee of COWIB. The successful bidder will be expected to make an oral presentation and to answer any questions concerning the initial draft. A final report will then completed and submitted to COWIB along with an invoice for payment.

Proposals must include a written presentation of how the anticipated work will be carried out, an estimated time line for completion of the draft and final report. It must also include an estimate of cost, along with an expected payment schedule. A list of references and like projects completed by the bidder should be included with the proposal. Proposals are due no later than 1:00 pm CDST on Wednesday May 30<sup>th</sup>, 2018. Electronic submission of the proposals will be accepted.

**Mail Proposals to Eddie Foreman, CEO**  
**Central Oklahoma Workforce Investment Board, Inc.**  
**3813 North Santa Fe, Suite 135**  
**Oklahoma City, OK 73118**  
Email to [eddieforeman@cowib.org](mailto:eddieforeman@cowib.org)