

SMARTER HR

Solutions

February 6, 2023

Dear NFPD,

Thank you for the opportunity to work with your District. I have been working with NFPD since March 2022. Over the last 11 months, I have been able to continuously provide valuable insights and have delivered results that have helped drive your organization forward. I've worked with your team as an hourly HR consultant for \$65 an hour—a conservative hourly rate, as I understand that your District is small with limited funding. Over the last 11 months, the following projects were completed in addition to the HR operational go-to support.

- Transitioned Benefits Provider from PFSI to CEBT.
 - Enhanced Benefits offered to District employees.
 - Reduced cost to employees and the District.
- Active and terminated employee files were scanned and moved to electronic files on OneDrive.
- Developed performance reviews for operational employees/volunteers.
- Assisted with recruitment and selection process, including job postings, resume review, interviews, and terminations.
- Recommended finance consultant to enhance the financial support to the District.
- Annual HR training.
- Employee Relations Support.
- Workers' Compensation Support.
- Compliance Support.

I am writing this proposal to request an increase in my hourly rate for the services I provide to the District and to better reflect the services I provide. I am proposing moving to a retainer model with an updated hourly rate and a flat rate for onsite visits.

The average usage for remote and onsite support for the last 11 months has been 26.5 hours a month.

The average cost for HR consultants in Colorado ranges from \$100 to \$250 hourly, and for annual training, an additional cost of \$1,500-\$2,500 per training, plus additional fees for onsite visits. My proposal changes the hourly rate to \$100 an hour and a flat rate of \$600 / day for on-site visits (5-6 hours onsite).

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Estimate & Scope of Work:

Moving to the retainer model, the District will continue to receive custom HR Business Partner solutions and HR Manager support– up to 20 hours of HR Support per month including, but not limited to

- HR Go-To Support.
- Providing guidance and support on employee relations matters.
- Performance Review, management, and ongoing support for supervisors.
- Discipline, Performance Improvement Plan, and Termination Support as needed.
- Job Description Development as needed.
- New Hire and Termination Checklists, as needed.
- Employee Handbook review and updates as needed going forward.
- Recruitment Support.
- Benefits administration and Open Enrollment support.
- Workers' Compensation support.
- Annual training(s).

What I do not provide in any scope of work:

- Legal advice
- I do not replace legal counsel.

This proposal assumes three (3) in-person visits of 5-6 hours onsite in addition to 20 hours of remote HR Support, \$2,150 / month. Additional visits would be billed at a flat rate of \$600

This proposal assumes four (4) in-person visits of 5-6 hours onsite in addition to 20 hours of remote HR Support, \$2,200 / month. Additional visits would be billed at a flat rate of \$550

This proposal assumes six (6) in-person visits of 5-6 hours onsite in addition to 20 hours of remote HR Support, \$2,300 / month. Additional visits would be billed at a flat rate of \$500

I understand that an increase in the hourly rate is a significant decision, and I would be happy to discuss this further with you and answer any questions you may have.

Thank you for your time and consideration. I look forward to hearing back from you.

Lucy Zamarripa