



Submittal date: July 19, 2018

Total Compensation Study Cost Proposal for Investment Professional Classifications

City of San Jose, Office of Retirement Services

Submitted by:

Koff & Associates

KATIE KANEKO

President

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July 19, 2018

Mr. Roberto L. Peña
Chief Executive Officer
Office of Retirement Services
City of San José
1737 N. First St., Suite 600
San José, CA 95112

Dear Mr. Peña:

Following is our cost proposal for Phase III of the compensation study project: a Total Compensation Study for the Investment Professional classifications as requested in your July 10, 2018 email.

Sincerely yours,



Katie Kaneko
President



Total Compensation Study Proposal

City of San José, Office of Retirement Services

COST PROPOSAL:

Deliverables	Phase III: Total Compensation Study	Hours
A.	Initial Documentation Review/Meetings with Study Project Team and Management Staff (assuming conference call)	0
B.	Identification and Confirmation of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	0
C.	Data Update for 3 positions, and assuming 12 comparator agencies	12
D.	Analysis and Preliminary Data Review, for 3 positions, and assuming 12 comparator agencies	6
E.1.	Draft Compensation Findings and Meeting with Project Team	2
F.1.	Development of Salary Structure and Recommendations	2
G.1.	Preparation of Draft Final and Final Report and Deliverables	8
H.1.	Presentation to the Project Team (assuming onsite at your office)	6
	Additional anticipated meetings (with Management, Board of Directors, etc.)	10
	Phase III: Total Professional Hours	46
	Phase III: Original Project Cost @ \$134 hr	\$6,164
	Expenses are included in the composite hourly rate:	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, parking, meals, travel time, etc.</i>	
	TOTAL PROJECT COST NOT TO EXCEED:	\$6,164
	<i>*Additional consulting will be honored at composite rate (\$134)</i>	



Proposal Signature Page

Koff & Associates intends to adhere to all of the provisions described above.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES
State of California

Catherine "Katie" Kaneko
President

July 19, 2018

