



**First Amendment to Agreements
Regarding Provision of Professional Services**

THIS FIRST AMENDMENT (this "Amendment") is made by and between Cooperative Personnel Services dba **CPS HR Consulting**, ("CPS HR" and "Contractor") located at 2450 Del Paso Road, Ste 220, Sacramento, California, 95834 and the **Routt County** ("Client" and "County") located at 136 6th Street, Suite 107, Steamboat Springs, CO 80477.

Whereas, CPS HR and Client have entered into the Agreements (as defined below); and

Whereas, CPS HR and Client desire to modify the Agreements on the terms and conditions set forth herein;

Now, therefore, CPS HR and Client agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:
 - (a) **Agreement for Classification and Job Descriptions.** The term "Agreement for Classification and Job Descriptions" shall mean the Agreement dated **January 15, 2019** by and between CPS HR and Client.
 - (b) **Agreement for HR Assessment Phase II.** The term "Agreement for HR Assessment Phase II" shall mean the Agreement dated **March 26, 2019** by and between CPS HR and Client.
 - (c) **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement for Classification and Job Descriptions and Agreement for HR Assessment Phase II.

2. **Modifications to the Agreements.**
 - (a) **Agreement for Classification and Job Descriptions. Page 1, Section 1.** Scope of Project. Contractor shall perform the work described in the attached Exhibit B entitled "Additional Classification Services" dated December 20, 2019.
 - (b) **Agreement for Classification and Job Descriptions. Page 1, Section 2.** Compensation and Payment. As consideration for the work to be performed by Contractor for the Additional Classification Services, County shall pay to Contractor an amount not to exceed a total of \$21,760.00. The compensation to be paid to Contractor shall be paid upon submission of the Additional Classification Services.
Total funding under this Agreement shall not exceed \$85,680.00.
 - (c) **Agreement for Classification and Job Descriptions. Page 2, Section 3.** Time for Completion of Project. Contractor shall work diligently to complete the work described in Exhibit B within the timeline provided.
 - (d) **Agreement for HR Assessment Phase II.** Per page 5, Section 12, Termination, County wishes to terminate the agreement and assign the remaining funds in the amount of \$19,480.00 to the Agreement for Classification and Job Descriptions.

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after January 21, 2020.

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, CPS HR and CLIENT have executed this Amendment as of the date below.

**Cooperative Personnel Services dba
CPS HR Consulting**

Routt County, Colorado

By: _____
Authorized Signature

By: _____
Authorized Signature

Name: _____

Name: _____

Title: _____

Title: _____

By: _____
Routt County Clerk

Routt County

Cost Estimate for Additional Classification Services

SUBMITTED BY:

VICKI QUINTERO BRASHEAR

Director of Products and Services

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Your Path to Performance

Kathy Nelson
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Re. Cost Estimate for Additional Classification Services

Sent via email to: knelson@co.routt.co.us

CPS HR Consulting (CPS HR) is pleased to submit this quote in response to your inquiry about additional classification services. We have outlined our understanding of the scope of work, work plan, timeline, and cost.

Thank you for the opportunity to continue to partner with the County on this important work. Should you have questions or comments about the information presented in this quote, please contact Deanna Heyn at dheyn@cpshr.us or (303) 396-2130.

Sincerely,



Vicki Quintero Brashear
CPS HR Consulting
Director of Products and Services

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Scope of Work and Consulting Approach

Understanding of the Scope of Work

CPS HR understands that the County is interested in considering additional classification services related to our current on-going classification project. These services fall into two areas:

- (1) Employee Allocations and Appeals Process – in addition to the current classification study, provide the additional service of incumbent allocations, preparation and presentation of a draft report, conduct an employee appeal process, and presentation of final report to Human Resources.
- (2) Classification Administration Best Practices - classification administration best practices based on CPS HR’s research, experience and expertise.

Work Plan

Employee Allocation and Appeals and Report Preparation and Presentations

Task	Completed by the end of
Task 1 – Analyze Classification Data and Allocation Incumbents: CPS HR will allocate incumbents within the recommended classification structure based on documentation received (PDQs, interviews, and etc.).	Week 2
Task 2 – Prepare, Submit, and Present Draft Classification Report: The Project Team will prepare a Draft Classification Report which will include the methodology, findings, and recommended changes to the classification structure and employee allocation recommendations. CPS HR will facilitate a meeting with the County to discuss the classification findings. This will be an in-person presentation by local Project Manager, with technical CPS HR staff contributing by conference call.	Week 4
Task 3 - Draft Report Presentation to HR/Senior Management: CPS HR will meet with identified stakeholders to include HR and senior management, to present the study findings and recommendations. CPS HR will discuss any questions or challenges following the meeting with the County and address in the Final Classification Report. This will be an in-person presentation by local Project Manager, with technical CPS HR staff contributing by conference call.	Week 6
Task 4 - Incumbent Appeals Process: Following the acceptance of the updated classification structure and allocation recommendations made in the draft report, as well as revised job descriptions, CPS HR will notify incumbents of the study results as it applies to their direct classification and position. CPS HR will prepare an individual memo notifying each incumbent of the recommendation made for his/her classification, or in some cases, position, and attach the applicable revised, or newly created, job description and a response form. Similar to the PDQ process, incumbents will be able to provide feedback on their allocation and/or job description. CPS HR will receive questions, requests for revisions to job descriptions,	Week 10

and challenges to allocations and respond to each individually. Note, the Appeals process may delay the finalization of the Classification Report and job descriptions.	
Task 5 - Prepare, Submit, and Present Final Classification Report: CPS HR's reporting will include a discussion of our methodology and a narrative summary to support our recommendations in the Draft Classification Report submitted to the County for feedback. CPS HR will research any comments and issues raised during the review of the Draft Classification Report. Once these have been resolved, CPS HR will prepare and present the Final Classification Report. The County will be responsible for approving and implementing classification specification content changes through their standard process, including any necessary notifications to employees, employee representatives, or their Department of Human Resources.	TBD

Work Plan

Classification Administration Best Practices

CPS HR will review, research and provide recommendations around classification administration best practices in the following areas:

- Practices associated with addressing temporary or permanent job changes, e.g., short term pay for above-class work vs. position reclassification, management's accountability for limiting above-class situations;
- Practices associated with receiving and processing above-class and/or reclassification requests, e.g., who can initiate requests, samples of transmittal documents, open or limited submittal windows, types of information that must be provided to be an accepted request, who has final authority to accept and respond to a request;
- Practices associated with responding to reclassification requests, e.g., time frames/limits, tools used to communicate with managers/incumbents;
- Practices associated with conducting class studies, e.g., internal staff vs. external consultants, methodology to be used (whole job analysis vs. point-factor analysis), management/supervisory participation;
- Practices associated with sharing study recommendations, e.g., who gets to provide input/feedback (HR, management, incumbent?), informal or formal appeal practices?
- Pay practices for reclassified positions (up or down), e.g., minimum increases, Y-rates (frozen salaries), when would compensation survey work be done;
- Overall recommendations on approaches to classification plan, e.g., broad or narrow class plan preference, class plan designs to enhance career growth and promotional opportunities.

Task	Completed by the end of
Task 1 - Initial Project Meetings and Kick-off: Upon notice to proceed, CPS HR will request pertinent background material and schedule initial project planning phone call. During this time, CPS HR will discuss the County's current practices and identify issues and practices to be addressed via best practices recommendations from CPS HR.	Week 1

Task	Completed by the end of
Task 2 - CPS HR consultants to research and identify best practices for the ongoing maintenance of the classification specs (as delivered to the County upon completion of project) and to conduct a verbal briefing which will include concept discussion as well as review of preliminary draft policies, processes, forms, supervisor guidelines, etc.	Week 6
Task 3 – Prepare and Present Draft Report: CPS HR will prepare and present draft report of best practices for County review and approval; which will include copies of draft policies, procedures and forms as well as CPS HR recommendations for Routt County. This will be an in-person presentation by local Project Manager, with technical CPS HR staff contributing by conference call.	Week 8
Task 4 – Respond to Comments on Draft Report: CPS HR will respond to County feedback on report and revise draft report as needed.	Week 12
Task 5 – Prepare final Policy and Procedure Recommendations: CPS HR will prepare recommended final draft classification policies, procedures and forms for possible adoption by Routt County and respond to feedback from the County.	Week 14
Task 6 – Prepare Final Report, Policies and Procedures Recommendations: Upon approval of all revised draft documents by County, prepare final versions for submission.	TBD

Professional Fixed Fee

CPS HR has prepared the following *professional fixed fees* based on the scope of work discussed and further detailed above. Travel expenses will be billed as a direct pass-through with no markup.

Employee Allocation and Appeals and Report Preparation and Presentations

Employee Allocation and Appeals	Professional Fixed Fee*
Consulting Services	\$14,400
Travel Expenses (not-to-exceed)	\$1,600
Not-To-Exceed Contract Amount:	\$16,000

Classification Administration Practices Study

Classification Admin Practices Study	Professional Fixed Fee*
Consulting Services (*)	\$4,960
Travel Expenses (not-to-exceed)	\$800
Not-To-Exceed Contract Amount:	\$5,760

Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the County which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct these additional services in a sound, thorough, and sustainable manner, including important input and review by the County's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.