



Agenda Item Executive Summary

AGENDA ITEM: Classification, Compensation & Benefits Study Agreement BOARD OR COMMITTEE: BOARD

BUDGET IMPACT

Amount \$33,500 Budgeted \$

Fund: General Fund Corresponding Activity Measure: Focus efforts relative to succession planning and employee recruitment and retention

EXECUTIVE SUMMARY

To achieve the Village's mission and goals, attracting and retaining key talent is crucial, especially for positions that require deep technical and skilled expertise along with advanced project coordination and team-building skills.

A solid compensation philosophy and strategy are integral to managing one of the Village's largest budgetary expenditures—its staff. This strategy not only supports the alignment of organizational needs with fiscal responsibility but also ensures predictability and stability in budgeting and staffing.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. All of these studies included the use of public-sector data and included recommendations such as new classification and compensation plans to ensure internal equity, job title changes where appropriate, how to deal with specific problems such as compression issues, internal equity issues and market equity issues and pay plans that were tied to performance.

ATTACHMENTS

Memo, Master Services Agreement, Classification and Compensation Study Proposal

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Focus efforts relative to succession planning and employee recruitment and retention

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to approve the Master Services Agreement securing the services of MGT to conduct the proposed classification and compensation study for the Village of Bartlett at a cost of \$33,500.

Staff: Janelle Terrance, Human Resources Director

Date: October 25, 2024

Memorandum

To: Paula Schumacher, Village Administrator
From: Janelle Terrance, Human Resources Director
Date: October 24, 2024
Re: Classification, Compensation & Benefits Study

To achieve the Village's mission and goals, attracting and retaining key talent is crucial, especially for positions that require deep technical and skilled expertise along with advanced project coordination and team-building skills. These unique competencies are essential to executing the Village's mission effectively and efficiently.

The Village aims to:

- Become the employer of choice for essential staff who are critical to fulfilling its core mission.
- Retain key talent and mitigate the risk of “poaching” by other agencies.
- Offer competitive, market-driven compensation and benefits, aligning with industry standards to attract and keep top talent.
- Foster a performance-based, results-oriented culture, where employees are motivated to achieve organizational goals.
- Ensure fiscal responsibility, balancing the Village's financial resources with staffing and organizational needs.
- Engage in succession planning to ensure smooth transitions in staff and management roles, securing future leadership.

A solid compensation philosophy and strategy are integral to managing one of the Village's largest budgetary expenditures—its staff. This strategy not only supports the alignment of organizational needs with fiscal responsibility but also ensures predictability and stability in budgeting and staffing.

As mentioned in last year's budget review, it has been several years since the village had an outside evaluation of our compensation plan. The Village of Bartlett sent out an RFP to solicit consultants to perform a classification and compensation study at the beginning of September, administration, finance and human resources staff reviewed the proposals and recommend MGT.

A proposal from Gallagher Benefit Services Inc. was also received. The company did not provide an as detailed project timeline, most of their experience was with communities in the Southwest and the cost was higher at \$47,700. With these considerations, staff preferred the proposal from MGT.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. All of these studies included the use of private and public-sector data and included recommendations such as new classification and compensation plans to ensure internal equity, job title changes where appropriate, how to deal with specific problems such as compression issues, internal equity issues and market equity issues and pay plans that were tied to performance.

The attached Master Services Agreement and Proposal provides a detailed work plan to accomplish the goals that we have established, including a detailed project approach and methodology along with a project timeline.

The proposed projected timeline for completion is 16 weeks, which is contingent upon securing all necessary documents and staff availability. The total cost for the project is \$33,500.

MOTION: I move to approve the Master Services Agreement securing the services of MGT to conduct the proposed classification and compensation study for the Village of Bartlett at a cost of \$33,500.



MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (“Agreement”) is entered into as of October 17, 2024, (“Effective Date”) between MGT Impact Solutions, LLC (“MGT”), with offices located at 4320 West Kennedy Boulevard, Tampa, FL 33609, and the Village of Bartlett (“Client”), located at 228 S. Main St., Bartlett, IL 60103, collectively referred to herein as the “Parties.”

WHEREAS, MGT offers global technological, educational, organizational and staffing consulting solutions services to the public and private sectors;

WHEREAS, Client anticipates a need within its organization for MGT’s services; and

WHEREAS, the Parties intend for this Agreement to serve as the governing, contractual basis of MGT’s provision of future project-level services to Client.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. THIS AGREEMENT AND STATEMENTS OF WORK. The Parties enter into this Agreement to set forth the general terms and conditions that will govern MGT’s provision of services to Client. Such services will be subsequently agreed upon by the Parties in individual Statements of Work (“SOW”).

Each SOW will state all details required for the proper provision of project-level services, including scope, pricing, period of performance, and other required information (“Services”) each an Exhibit A, Statement of Work, attached hereto and incorporated into the Agreement. Unless otherwise stated in an SOW, all Services shall be performed remotely. Each SOW will require signature by both parties to be effective.

2. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE. The contract documents consist of this Agreement and all exhibits, attachments, amendments, and SOWs subsequently executed by the Parties and all exhibits, attachments, amendments, and other documents made a part of the SOW (“Contract Documents”). Upon signature by the Parties, all SOWs executed during the Term shall be considered incorporated into and made a part of this Agreement.

In the event of a conflict among the terms and conditions in this Agreement and any SOW, unless that SOW expressly states the intention for the SOW to control with regard to the conflicting term or condition, then this Agreement shall control. Any terms or conditions contained in documents issued by Client other than the Contract Documents, including purchase orders, shall be voidable at MGT’s discretion.

3. TERM. The term of this Agreement shall commence on the Effective Date and will continue until the completion of the Study provided for in the Statement of Work and final payment of all costs provided for in the Statement of Work.

4. TERMINATION. This Agreement or any individual SOW may be terminated with cause by either party: (a) if the other party materially breaches the terms of this Agreement and fails to cure the breach within thirty (30) calendar days following written notice specifying the breach, or (b) immediately upon written notice if the other party fails to comply with applicable law or regulation.

5. **INSURANCE.** During the Term of this Agreement and any SOW, MGT will maintain the minimum insurance coverages below. MGT shall provide Certificates of Insurance to Client upon request and as required under SOWs.

a.	Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 annual aggregate
c.	Business Automobile Liability	\$1,000,000 combined single-limit, non-owned and hired. (MGT does not own autos)
d.	Umbrella/Excess Liability	\$10,000,000 per occurrence & aggregate, follows form
e.	Worker's Compensation	Per Statute
f.	Employer's Liability	\$1,000,000 each accident
f.	Professional Liability	\$6,000,000 aggregate

6. **INDEMNIFICATION.** MGT shall protect, indemnify, save, defend and hold forever harmless the Client and/or its officers, officials, employees, volunteers and agents from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including without limitation court costs, insurance deductibles and attorney's fees and expenses, arising indirectly or directly in connection with or under, or as a result of, this or any Agreement by virtue of any act or omission of any of MGT's officers, employees, subcontractors, and/or agents, provided that MGT shall not be liable for claims, obligations, damages, penalties, causes of action, costs and expenses arising solely from any act or omission of the Client's officers, officials, employees, volunteers and/or agents.

7. **LIMITATION OF LIABILITY.** MGT shall not be held liable for factors outside of its reasonable control, including losses or damages as a result of Client's provision of inaccurate data, or changing laws, regulations, political conditions.

TO THE EXTENT PERMITTED BY LAW AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE, DATA OR DATA USE, OR LOSS OR INTERRUPTION OF BUSINESS, ARISING OUT OF ANY OF THE TERMS OR CONDITIONS OF THIS AGREEMENT OR WITH RESPECT TO ITS PERFORMANCE HEREUNDER, WHETHER ARISING OUT OF BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, STRICT LIABILITY OR ANY OTHER THEORY. THE FOREGOING LIMITATION OF LIABILITY AND EXCLUSION OF DAMAGES APPLIES EVEN IF A PARTY HAD OR SHOULD HAVE HAD KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.

8. **GOVERNING LAW, JURISDICTION AND CONSENT TO SUIT.** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state of Illinois, irrespective of the choice of laws principles of the state of Illinois, as to all matters including validity, construction, effect, enforceability, performance, and remedies. MGT submits itself and its property in any legal action or proceeding relating to this Agreement to the exclusive jurisdiction of the Circuit Court of Cook County, Illinois and MGT hereby accepts venue in each such court.

9. **CONFIDENTIALITY.** Each party shall maintain in confidence and protect from unauthorized disclosure all information exchanged between the Parties that is reasonably understood under the circumstances to be confidential, whether disclosed orally, in writing or marked as confidential ("Confidential Information").

The receiving party shall make all reasonable efforts to protect Confidential Information from disclosure to unauthorized third parties. Confidential Information may be disclosed to third parties with a need-to-know under the circumstances and who are bound by confidentiality obligations no less restrictive than those herein. Neither party shall use such Confidential Information except in performance of the Services. MGT may, however, disclose Client's name and the general nature of MGT's work for Client sales proposals.

The above obligations of confidentiality shall not apply to the extent that the receiving party can show that the relevant information (a) was at the time of receipt already in the receiving party's possession; (b) is, or becomes in the future, public knowledge through no fault or omission of the receiving party; (c) was received from a third-party having the right to disclose; or (d) is required to be disclosed by law.

10. FORCE MAJEURE. Neither party shall be liable or considered at fault for any delay (except for payment) resulting from circumstances beyond the party's reasonable control, including but not limited to fire, flood, earthquake, elements of nature, epidemics, global pandemics, quarantines, acts of God, acts of war, labor disputes, and supply chain disruptions ("Excusable Delays"). The delayed party shall notify the other party in writing upon the discovery of any significant Excusable Delay. During an Excusable Delay, the delayed party shall use reasonable efforts to mitigate costs and damages and to resume performance under this Agreement.

The Parties recognize that MGT's ability to timely perform under a SOW is contingent upon Client's timely provision of any agreed-upon data, personnel access, or other requirements. If Client's failure to provide to such data, access or other requirements causes significant delays to MGT's progression of Services, and MGT incurs losses or damages as a result, then the Parties shall negotiate and execute a SOW amendment for an equitable adjustment to the schedule and for additional costs. MGT shall provide all substantiating documentation of costs reasonably requested by Client in consideration for any equitable adjustment. Excusable Delays shall not give rise to an equitable adjustment.

11. FEES AND PAYMENT. Unless otherwise set forth in a SOW, all correct invoices submitted by MGT to Client shall be due and payable upon receipt. If Client disputes an invoice or portion thereof in good faith, then Client shall pay any undisputed portion and provide MGT with written notice of the dispute, in reasonable detail, and the Parties shall promptly meet to resolve such dispute. All payment related schedules and penalties for late payments regarding the services provided under this Agreement are governed by the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.). MGT may stop work after sixty (60) days of Client's non-payment of undisputed invoiced amounts.

12. MODIFICATION. This Agreement and any SOW shall only be modified by written amendment signed by the Parties. All signed amendments shall be deemed incorporated into this Agreement by reference.

13. NON-SOLICITATION. During the term of this Agreement and for a period of two (2) years following termination or expiration, neither party shall knowingly, directly or indirectly, solicit nor encourage the solicitation of any person who is, or was within a 12-month period prior to such solicitation, an employee of the other party or its affiliates that became known to the other party as a result of this Agreement, except with the prior written consent of the other party. This provision shall not restrict the right of either party to solicit by public advertisement.

14. ASSIGNMENT. Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger,

reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

15. INDEPENDENT CONTRACTOR. It is expressly understood that at all times, while rendering the Services, MGT is acting as an independent contractor and not as an officer, agent, or employee of the Client. MGT shall not be required to keep specific work hours (except in the case of specific hours required under employee leasing contracts), equipment, or a specific office, and shall use independent means and methods for performing the Services. For all purposes, including Medicare, Social Security taxes, the Federal Unemployment Act ("FUTA"), income tax withholding, worker's compensation, and unemployment insurance, MGT, its personnel and contractors will be treated and deemed independent contractors and not employees of Client.

16. NON-DISCRIMINATION/EQUAL EMPLOYMENT PRACTICES. Neither party shall unlawfully discriminate or permit discrimination against any person or group of persons in any matter prohibited by federal, state, or local laws. During the performance of this Agreement, neither party or their employees, agents, or subcontractors, if any, shall discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national or ethnic origin, medical conditions, physical disability, or any other classifications protected by local, state, or federal laws or regulations. The parties further agree to be bound by applicable state and federal rules governing equal employment opportunity and non-discrimination.

17. NOTICES. All legal notices required by this Agreement are deemed to have been given when notices are both (1) delivered by email to the email address below, and (2) following such email delivery, a mailed copy of the notice is delivered to the mailing address below.

To MGT Impact Solutions, LLC:

Name: MGT Impact Solutions, LLC
ATTN: Legal Notice/Contracts
Address: 4320 West Kennedy Blvd.
Tampa, FL 33609
Email: contracts@mgt.us

To Client:

Name: Bartlett, Illinois
ATTN: Janelle Terrance
Address: 228 S. Main St.
Bartlett, IL 60103
Email: jterrance@bartlettill.gov

If the email address and mailing address is incomplete for a party, then notice shall be mailed to the address on the first page of this Agreement.

18. SEVERABILITY. If any provision of this Agreement shall be declared illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable, and this Agreement shall be interpreted and enforced as if such illegal or invalid provision had never been included herein.

19. COUNTERPARTS AND EXECUTION. This Agreement and any SOW may be executed in counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. The counterparts may be executed by electronic signature and delivered by scanned signature or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of this Agreement so executed and delivered as if the original had been received.

20. SURVIVAL. The sections Term, Termination, Insurance, Indemnification, Limitation of Liability, Governing Law, Jurisdiction, Consent to Suit, Confidentiality, and Non-Solicitation, of this Agreement and

the payment obligations described in any SOW shall survive the termination or expiration of the Agreement or SOW.

21. ENTIRE AGREEMENT. This Agreement and all exhibits constitute the entire and only agreement between the Parties. Each party acknowledges that in entering into this Agreement it has not relied on any representation or undertaking, whether oral or in writing, except for those expressly stated herein. Any purchase order provided by the Client will be limited by, and subject to, the terms and conditions of this Agreement.

22. NON-EXCLUSIVITY. This Agreement is non-exclusive, and both Parties remain free to enter into similar agreements with third parties. During the term of this Agreement, MGT may perform Services for any other clients, persons, or companies as MGT sees fit, so long as the performance of such Services does not interfere with MGT's performance of obligations under this Agreement, and do not create a conflict of interest.

23. THIRD PARTY BENEFICIARIES. Except as specifically set forth herein, nothing in this Agreement is intended or shall be construed to confer upon any person or entity, other than the parties hereto and their successors or assigns, any rights or remedies under or by reason of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Master Services Agreement.

MGT IMPACT SOLUTIONS, LLC

BARTLETT, ILLINOIS

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Paula Schumacher
Title: Village Administrator
Date:

**EXHIBIT A
PROFESSIONAL CONSULTING STATEMENT OF WORK**

As of October 9, 2024 (“Effective Date”), **MGT Impact Solutions, LLC (“MGT”)** and the **Village of Bartlett (“Client”)** execute this Statement of Work (“SOW”) pursuant to the Master Services Agreement between the Parties dated October 9, 2024 (“Agreement”).

1. **PROJECT:** Classification and Compensation Study
2. **SCOPE:** MGT will conduct a Classification and Compensation Study in accordance with MGT’s proposal dated September 20, 2024, attached hereto and made part of this SOW by reference.
3. **LOCATION -** Virtual
4. **PERIOD OF PERFORMANCE/PROJECT TIMELINE:**
The term of this Statement of Work begins within four to six weeks from the Effective Date of this Agreement and terminates upon Project completion.
5. **COMPENSATION AND REIMBURSABLE EXPENSES**
 - a. Cost - \$33,540
 - b. Expenses- If the client requests any on-site meetings, there will be additional costs for travel time and expenses.
6. **INVOICING AND PAYMENT**

Payment Milestones:

1st Invoice: 40% of the Cost in Section 5(a) above after the initial project meeting.

2nd Invoice: 40% of the Cost in Section 5(a) above will be due after delivery of the preliminary analysis.

The balance of the Cost in Section 5(a) above and any expenses incurred will be due upon completion of the Study.

All invoices will be sent to the Village and are payable in accordance with the Local Government Prompt Pay Act (50 ILCS 505/1 et seq.).

MGT IMPACT SOLUTIONS, LLC

BARTLETT, ILLINOIS

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Paula Schumacher
Title: Village Administrator
Date:

MGT



Proposal

SEPTEMBER 20, 2024

RFP

Classification and Compensation Study

Village of Bartlett, Illinois

Submitted by:

RACHEL SKAGGS
DIRECTOR

790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093

815.303.2187
RSKAGGS@MGT.US

Table of Contents

COVER LETTER.....	1
STATEMENT OF QUALIFICATIONS.....	3
FIRM PROFILE.....	3
EXPERIENCE & QUALIFICATIONS	7
KEY PERSONNEL	10
PROJECT APPROACH & METHODOLOGY	12
PROJECT UNDERSTANDING	12
PROPOSED WORK PLAN.....	13
PROJECT TIMELINE.....	18
APPENDIX A. STAFF BIOGRAPHIES	19
APPENDIX B. REQUIRED FORMS	24
EXHIBIT B – PROPOSAL FORM, DETAILED COST SPREADSHEET & NARRATIVE.....	24
EXHIBIT C – REFERENCES.....	27
EXHIBIT D – PROPOSER CERTIFICATION	28
EXHIBIT E – SEXUAL HARASSMENT POLICY	29



Cover Letter

September 20, 2024

Janelle Terrance, Human Resources Director
Village of Bartlett
228 S. Main Street,
Bartlett, IL 60103



RE: RESPONSE TO RFP CLASSIFICATION AND COMPENSATION STUDY

Dear Ms. Terrance:

MGT Impact Solutions, LLC (MGT) is pleased to present this response to your recent Request for Proposal (RFP) for a Classification and Compensation Study for the Village of Bartlett ("Village"). This response reflects our understanding that the Village of Bartlett is seeking a Classification and Compensation Study including a review of benefits and compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA) for approximately 80 positions. MGT's response provides the Village with related firm qualifications, key experience, a detailed work plan with timeline, and associated fees to provide services that exceed expectations. We are experts in classification and compensation studies and know we would be a perfect fit for the Village.

We understand human resources (HR) management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Effective planning, organizing, and directing HR functions are critical to achieving the Village's strategic objectives. A well-structured classification and compensation plan will form the backbone of the Village's HR strategy, ensuring it can recruit and retain top talent even in a competitive market. We also emphasize strict adherence to the ADA and FLSA. Our approach includes evaluating job functions to ensure ADA compliance and analyzing job classifications for proper FLSA alignment, ensuring accurate exempt/non-exempt status and fostering a fair, inclusive work environment.

MGT provides comprehensive executive recruitment, interim staffing, HR consulting, and organizational analysis consulting services for local governments, intergovernmental organizations, and school districts, as well as other governmental and non-profit entities. MGT consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS

MGT Impact Solutions, LLC
4320 West Kennedy Boulevard | Tampa, Florida 33609
P: 813.327.4717 | www.mgt.us
FEIN: 81-0890071

PROPOSAL CONTACT

Rachel Skaggs, Director – Human Capital Solutions
790 Frontage Road, Suite 213 | Northfield, IL 60093
P: 815.303.2187 | E: rskaggs@mgt.us



COVER LETTER

Thank you for the opportunity to submit a proposal to the Village of Bartlett. Should you have questions on any aspect of this proposal, please contact **Rachel Skaggs** at **815.303.2187** or **rskaggs@mgt.us**.

Regards,

A handwritten signature in blue ink, appearing to read "Patrick J. Dyer".

Patrick J. Dyer, Vice President
Authorized to bind the firm



Statement of Qualifications

Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since its inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned, and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most-pressing problems, and so do we. Their "why" is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the "immediate" needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:

ASC 20-7359, 24-7484

OMNIA LS4612

TIPS 220601, 220802, 230105

TXShare 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

STATEMENT OF QUALIFICATIONS



50
years

900
consultants

30,000
projects

A Social Impact Commitment

DEFINED BY **IMPACT**

Making a profound impact on society is at the heart of who we are and what we do. The Village of Bartlett should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. MGT understands that the work we do together will not only shape the efficiency and effectiveness of the City's operations but also enhance the lives of the citizens you serve.

By focusing on the physical demands of each job and ensuring compliance with the Americans with Disabilities Act, this project not only enhances the well-being of the workforce but also demonstrates the City's commitment to inclusivity and equitable employment practices. This project will contribute to a more efficient, responsive, and inclusive City government, fostering a positive work environment and better service delivery to the community.

MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



STATEMENT OF QUALIFICATIONS



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.



Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

STATEMENT OF QUALIFICATIONS

We deliver these solutions through our “three-point stance” of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the “best of the best” to join us in our work supporting clients’ top priorities.

PEOPLE



We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.

PURPOSE



We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.

PERFORMANCE



We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.

Experience & Qualifications

Incomparable Classification and Compensation Consulting Expertise.

We are proud to offer the exceptional expertise of our team members, and our understanding and knowledge of the Village of Bartlett's scope based on years of relevant experience. We bring the breadth and depth of knowledge and expertise vital to identifying real, practical solutions that meet our clients' needs. Part of our success is based upon our commitment to be flexible and responsive. We are acutely aware of the political, economic, social, and technological environments of today's public sector environment.



Success Stories

"What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT's recommendations...."

MGT has conducted **more than 270 classification and compensation studies in the past 10 years**. More specifically, MGT's consultants are adept in HR consulting in the state of Illinois and for similar organizations as illustrated by our list of completed projects below.

Illinois		
Antioch	Gurnee	Northfield
Arlington Heights	Hanover Park	Oak Park
Bensenville	Hazel Crest	Oak Park Park District
Berkeley	Henry County	Oregon
Bloomington	Highland Park Park District	Orland Park
Cary Park District	Joliet	Oswegoland Park District
Champaign County Forest Preserve District	Kenilworth	Palatine Park District
Champaign Park District	Lake Barrington	Peoria
Channahon	Lake Forest	Plainfield
Clinton	Lake Zurich	Plano
Coal City	Lincolnwood	Princeton
Collinsville	Lisle	Quincy
Crest Hill	Lisle-Woodridge Fire District	Rantoul
Deer Park	Lockport	Red Bud
DeKalb County Health Department	Machesney Park	Richton Park
Des Plaines	Maine Township	Rochelle
Dixon	Matteson	Round Lake
East Moline	McHenry	Schaumburg Township District Library
Elk Grove Village	McHenry County Conservation District	Skokie
Elmhurst Park District	Metra	South Barrington
Fox Lake	Moline	St. Charles

STATEMENT OF QUALIFICATIONS

Fox River Water Reclamation District	Montgomery	Sterling
Fox Valley Park District	Mount Prospect	Urbana Park District
Galesburg	Niles	Vernon Hills
Geneva	Norridge	Villa Park
Glencoe	North Aurora	Wauconda
Glenview	North Chicago	Wilmette Park District
Glenview Park District	North Shore Water Reclamation District	Winnetka
Greater Peoria Mass Transit District	Northern Suburban Special Recreation Association	Winnetka Park District

WHY IS MGT THE MOST QUALIFIED TO CONDUCT THE VILLAGE'S STUDY?

- ✓ **Experience.** MGT has the experience and certifications that HR departments need. MGT staff are certified as Senior Human Resources Management Certified Professionals (SHRM-CP), Project Management Professionals (PMP), and Change Management Professionals (CCMP). Additionally, MGT has conducted numerous human capital studies nationwide, such as HR audits, compensation and classification studies, staffing reviews, performance system updates, and organizational reviews. Furthermore, many of our clients are repeat clients, attesting to our acumen for local government human resources consulting services and our desire to work with each public sector client to create a lasting bond that ensures their success over time.
- ✓ **Comprehensive Compliance:** At MGT, we prioritize meticulous adherence to both the ADA and the FLSA. Our approach involves a thorough evaluation of physical job functions to ensure they are fully compliant with ADA standards, thereby supporting an inclusive work environment. Additionally, we rigorously analyze job classifications to ensure alignment with FLSA requirements, ensuring that each role is accurately classified and compensated according to its exempt or non-exempt status. This commitment to comprehensive compliance meets regulatory standards and fosters a fair and equitable compensation system for all employees.
- ✓ **Best Practices Comparisons.** MGT offers the Village our extensive experience to identify exemplary management practices — reflective of the Village's input and that of comparable localities. This experience gives us not only a ready reference point for reviewing the Village's compensation system, but also provides us with practices that have been proven successful in other similar organizations. This knowledge is of significant value when we design recommendations for improvements.
- ✓ **Sound Findings and Data-Driven Recommendations.** In our experience, most major improvements in local government operations require bold thinking. In helping the Village reconcile its pay system with its evolution and workforce changes, our team members will not hesitate to question existing organizational structures, programs, policies, rules, statutes, operations, work processes, and staffing patterns. We will make sound recommendations for improvements that produce real — *not just on paper* — savings and ease of future pay administration for the Village.
- ✓ **Assistance in the Implementation of Recommendations.** We will not simply leave the Village with a report and a plethora of recommendations. We will create detailed

STATEMENT OF QUALIFICATIONS

implementation strategies to support the Village with initial implementation and best practice guidance for maintaining and sustaining an equitable compensation study and classification system over the long-term.

- ✓ **Objectivity and Flexibility.** As an independent entity, our only vested interest is that of the client. Therefore, we will apply our extensive experience to generating objective independent solutions to assist the Village to achieve the best outcomes. In addition, we will be receptive to your insights and concerns and will accommodate any changes necessary to ensure the successful completion of project deliverables, a valid and responsive final report and, more importantly, an implementable and flexible compensation system relevant to the Village's current realities and beyond.

STATEMENT OF QUALIFICATIONS

Key Personnel

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- Build on our clients' existing strengths and resources while empowering them to address present challenges.
- Assist our clients to learn about widely recognized best practices and emerging research.
- Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long-term.

The proposed management structure for this project has been designed to define the roles and responsibilities of each team member assigned to this project and to facilitate project management. The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients similar to the Village of Bartlett. The team we have designated is highly experienced with this type of engagement and, therefore, requires little orientation time. Biographies of each team member are listed below in **Appendix A**.

PROJECT STAFF ROLES AND RESPONSIBILITIES

ROLE ASSIGNED

RESPONSIBILITIES

VILLAGE OF BARTLETT REPRESENTATIVE

We look forward to working with the Village's Representative to build a long-lasting and trustworthy partnership that produces innovative solutions.

PROJECT MANAGER*

*Rachel Skaggs
Katy Yee
Rachel King*

The Project Manager holds the following responsibilities:

- Main point of contact for the Village.
- Day-to-day management of the project, tasks, and deliverables.
- Oversight over service and deliverable quality.
- Management of all project deadlines.
- Maintains frequent contact with the Village's Representative throughout the lifecycle of the project.

STATEMENT OF QUALIFICATIONS

ROLE ASSIGNED

RESPONSIBILITIES

CONSULTANT TEAM**
Alice Bieszczat
Julie Hawkins

- The Consultant Team holds the following responsibilities:
- Work closely with the Village under the direction of the Project Manager to carry out the various tasks and deliverables.
 - Utilize individual subject matter expertise to customize and execute each work task and fulfill the Village’s stated expectations.
 - Conduct collection and analysis of relevant data.
 - Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

*The Project Manager will be assigned at the time of contract commencement and will be determined depending on workload and commitments at that time.

**Additional consultants with subject matter expertise will be used to assist with employee interviews.





Project Approach & Methodology

A detailed work plan and schedule designed for conducting a quality compensation study with clear reporting dates for each major activity.

Project Understanding

The Village of Bartlett is interested in a review of its current classification and compensation plan for employees in approximately 81 positions in the organization. Our priority is to ensure full compliance with the ADA, FLSA, and other relevant legislation. We will perform a thorough review of your current compensation and benefits structure to confirm that all positions align with local, state, and federal requirements. This study will develop a fair and competitive compensation system that effectively attracts and retains qualified employees while also being organized, consistent, and sustainable for the long term.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. Over 90% of pay plans recommended by MGT have been successfully implemented by the client. All these studies included the use of public-sector salary data and included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.).
- Pay plans that were tied to performance.

Project Management

MGT uses proven project management methodologies to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. After the



PROJECT APPROACH & METHODOLOGY

contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet the Village's deadline.

Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the Village's Project Manager, providing regular project status updates and calls to provide a summary of progress and to address any risks or variances from the planned schedule.

Our team's approach to compensation studies is based on the methodologies, models, and tools that we have developed for this specific type of work, coupled with **50 years** of service to public sector organizations across the country. To successfully conduct a study, it is important to fully understand the environment in which an organization operates and the objectives of the study to provide a complete, forward-thinking compensation program and final report.

Proposed Work Plan

To accomplish the Village's objectives, MGT will take the following steps listed in the order in which the work will be performed. Please note, we have specified those areas where we will need the Village's input/assistance.

TASK 1.0: MEETINGS, SALARY SURVEY, & JOB ANALYSIS

Activities

1.1 Study Preparation and Project Meeting

Meet with the Village's representatives to discuss study methods, review organization charts, personnel policies/practices, and the current classification and pay plans. MGT will review the timeline, answer questions, and review the scope and schedule of work. MGT will require the Village to submit a data collection worksheet along with the following information (if available): copies of organizational charts for each department, pay plans, the current personnel manual, and any other relevant information related to salaries.

1.2 Establishing Comparable

Working with the Village's staff and using our broad-based cohort methodology, MGT will determine a logical survey sample of "like" entities that impact the compensation market for the Village. In selecting comparable jurisdictions, we use criteria such as number of employees, population served, Equalized Assessed Value (EAV), budget size, and proximity.

In addition, MGT partners with Salary.com and uses their CompAnalyst tool to collect employer reported market data, updated monthly, which is designed to support unique situations, such as hybrid positions, or for collecting private sector market data. CompAnalyst data can be controlled for geographic area, industry, and/or organizational full-time equivalent (FTE) or budget size. All positions included in the scope of this study can be benchmarked to this data source. This data source is also utilized to address gaps in peer data responses from the Market Survey and to provide additional data verification

PROJECT APPROACH & METHODOLOGY

for gathered market survey data. This tool is the most reliable way to gather private sector data.

1.3 Preparing for and Hosting Employee Kick Off Meeting

Shortly after the initial project meeting with the Village's representatives, MGT will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. MGT understands many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, a recorded presentation of the meeting will be made available to them. Employees will then be allowed two weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to MGT within four weeks of distribution.

1.4 Prepare Market Survey, Survey Distribution, and Follow-Up

MGT will prepare the market surveys to gather data for benchmark classifications in the comparable entities. To accomplish this, the Project Manager will work with the Village's representatives to select benchmark classifications. These positions will be chosen on the criteria of those that are most common in all entities and that cover all the various pay grades in the Village. In addition to job titles, brief position descriptions are included in the market survey to make sure we are receiving salary data for "like" positions in the comparable entities. MGT will also use the CompAnalyst tool from Salary.com to gather market data for positions in the Study. The criteria will be determined at the time of analysis.

Note: While MGT will prepare all the materials to be sent out for the market surveys, we have found sending out the survey under the client's email generates a better/faster response than when it is sent out under our letterhead/name. In addition, the Village may be asked to make one follow-up contact with those entities that do not initially respond to the survey request.

1.5 Job Evaluation Analysis and Establishment of Job Classification System

Upon return of the JAQs by the Village, MGT will perform the following:

- A. Read each JAQ and corresponding Job Description (up to 81), in their entirety.
- B. Prepare for and conduct a virtual interview with at least one employee from each position to further understand the scope of their job.
- C. Analyzing Data, Assigning Skill Levels, and Establishing a Classification Plan:
Apply a measurement system of job evaluation factors, using nine main factors used in our job evaluation instrument to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes, assuring the job title and related recommended pay range match the employee's actual tasks.

Note: A formal job evaluation system, such as the one utilized by MGT, is an attempt to objectify the reasons jobs are compensated differently. Most compensation practitioners agree that three basic factors are important in determining compensation. These are: (1) skills required, (2) responsibility, and (3) working conditions. The Equal Employment Opportunity Commission (EEOC)

PROJECT APPROACH & METHODOLOGY

recognizes these three basic factors, along with seniority and performance, as valid determinants of compensation. The nine factors used by MGT are essentially subdivisions of the first three factors mentioned above. In addition, it is MGT's practice that – under Title VII of the Civil Rights Act of 1964, the ADA, and the Age Discrimination of Employment Act (ADEA) – it is illegal to discriminate in any aspect of employment. MGT will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

Based on the results of the job evaluation process outlined above, assign all classifications to skill levels. Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

Review the results of the job evaluation exercise with the Village's representatives and revise as necessary.

In addition, MGT will invite Department Heads to participate in an online survey, the Management Issues Process Survey (MIP), as an opportunity to communicate specific concerns related to the Village's current classification and compensation system. The feedback collected will augment the Classification process.

- 1.6 FLSA Review: Each position will be reviewed for the appropriate Fair Labor Standards Act (FLSA) designation. MGT will make recommendations on any necessary changes to the positions FLSA status.

Deliverables

- Start Up Documents
- JAQ Form
- MIP Survey

TASK 2.0: DATA ANALYSIS

Activities

2.1 Compiling and Analyzing Market Data and Creating the New Compensation Plan

Tabulate, summarize, and analyze comparative market data. MGT's pay tabulations compare the Village's salaries for the positions, with the minimum and the maximum of the market data for each position, when possible. Data is displayed for each jurisdiction and summarized in an overall table. This data is analyzed to determine the percentage difference between the Village's present pay for each position and the market data.

MGT will incorporate the market data with the Skill Levels described in Task 1.5 to put together the new Compensation Plan. MGT will work with the Village to determine the Village's policy (or MGT will make a recommendation) with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, MGT will use the market data to develop and recommend new salary schedules for the Village's classifications. This process will include a recommendation regarding how employees are inserted into

PROJECT APPROACH & METHODOLOGY

the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

2.2 Preliminary Analysis Review and Training

MGT will meet with the Village to review the preliminary analysis. The preliminary analysis is a draft version of the proposed Classification and Compensation Plan. The review can take multiple meetings to ensure that everything is covered, and all questions are answered. MGT will also require feedback from the Village on certain aspects of the proposed Plan.

During these meetings, MGT will train designated staff on the use of the system, maintenance, and upkeep of the Plan. A manual outlining the process will be provided to the Village.

MGT will provide multiple options to the Village for their consideration and share the benefits and cons of each option along with implementation costs.

Additionally, MGT will provide **support services at no additional cost** to the Village for one year from the date of an executed contract. This will include any communication regarding questions concerning the report.

2.3 Compiling, Analyzing, and Reviewing Benefit Data

MGT will compile, analyze, and review benefit data collected through the market survey. MGT will provide a summary table for each benefit offering that was included in the survey and a narrative of the benefit offerings in the final report. MGT will compare the benefits offered in the Village with the benefits provided in the comparable communities and note if they are above or below the average for each offering.

Deliverables

- Market Data
- Proposed Pay Plan(s)
- Summary of Benefit Data

TASK 3.0: PROGRESS COMMUNICATION AND UPDATES

Activities

- MGT prides itself on our attention to and communication with our clients as the project proceeds. As such, MGT will strive to maintain regular contact with the Village's representative and to be available to address the Village's questions, concerns, and needs.
- MGT will share updates with the Village as requested, and particularly at critical points in the Study. Additionally, the Project Manager will meet with the Village's representative, and, if requested, other key staff such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

Deliverables

- Ongoing communication with the Village
- Progress Updates

TASK 4.0: DRAFT AND FINAL REPORT PREPARATION

Activities

- 4.1 A draft report will be prepared by the Consultants and sent electronically to the Village that includes:
- Executive Summary highlighting the overall scope of the Study and the general observations, outcomes, and recommendations contained within the Report.
 - Summary of all aspects of the Study, including recommendations, methods, and guidelines for achieving the overall aspects of the Study, as well as recommendations for annual maintenance and review of the new plans.
 - Pay ranges that are consistent with the Village’s pay policy, outlining the pros and cons of each option.
 - Assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
 - Maintenance plan with recommendations on keeping the plan equitable and up to date over the next 5-10 years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
 - Implementation plan and cost estimates of implementing the Study’s findings and recommendations.
- Note:** Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the Village to compare various options.
- 4.2 Once the Village’s representatives return review comments, a final report will be prepared and sent to the Village.

Deliverables

- Draft Report
- Final Report

TASK 5.0: PRESENTATION OF FINDINGS

Activities

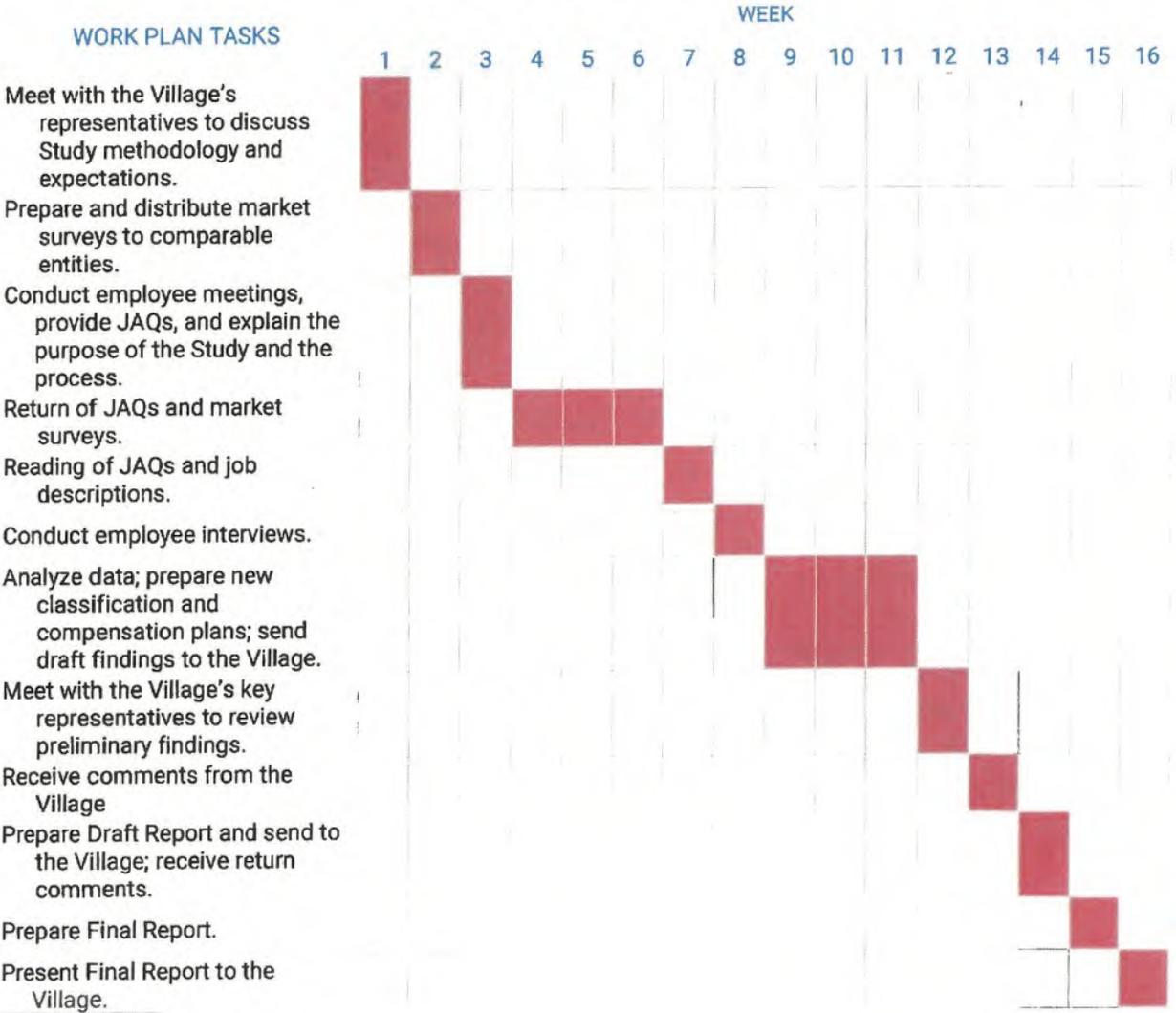
The MGT Project Manager will present the finalized plan recommendations and final report to the Village.



Project Timeline

MGT is available to start this project within four to six weeks of acceptance of the proposal. Based on MGT’s experience conducting similar projects, we anticipate the proposed project can be completed within approximately 16 weeks of project initiation as illustrated in **Exhibit 1**. The schedule is contingent, however, upon the timely response from the comparable entities supplying the market data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of MGT and may lengthen the completion of the report.

Exhibit 1. Proposed Schedule





Appendix A. Staff Biographies

Biographies of our proposed project personnel are provided below. Additional staff consultants may be used for employee interviews if needed.



Rachel Skaggs
Director

MGT

Rachel Skaggs is a seasoned Director with over a decade of experience in local government management. Specializing in budget management, economic development initiatives, human resources, and community engagement, Rachel has successfully led more than 50 projects across diverse communities nationwide. Her comprehensive approach ensures that strategic plans promote both internal and external equity, achieving long-term administrative efficiency. Rachel's expertise is backed by her significant contributions to Illinois municipalities, including the Village of Montgomery, Village of Schaumburg, and the City of Princeton, where she demonstrated fiscal responsibility and strategic leadership in various projects.

In her previous roles as a management analyst, Rachel managed HR tasks, budgeting, and community outreach efforts, consistently fostering vibrant and engaged communities. She is passionate about advancing diversity and inclusivity in municipal decision-making processes, having co-authored articles on women in government leadership and implemented initiatives to enhance citizen involvement. Rachel's commitment to collaboration and trust-building is reflected in her active memberships in professional organizations, contributing to her reputation as a trusted leader in local government management.

Areas of Expertise

- Local Government Management
- Capital and General Budgets
- Economic Development Initiatives
- Human Resources
- FLSA Requirements
- Debt Refinancing
- Contract Negotiation
- Community Engagement

Education

- Master of Public Administration, Northern Illinois University
- B.A., English and Political Science, Northern Illinois University

Professional Development & Speaking Engagements

- Presentation on Females in Local Government:
 - ICMA Conference, Phoenix, Arizona, 2012
 - The Legacy Project
 - ILCMA
- Public Management Magazine article "Women Leading Government", co-authored with Heidi Voorhees
- Public Voices XIII No. 2 article "Advancing Women in Local Government: The Case in Illinois", co-authored with Dr. Kimberly Nelson

Memberships & Affiliations

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- Princeton Rotary Club
- The Legacy Project

Professional Experience

- Princeton, IL, City Manager, 2015-2019
- Village of Schaumburg, IL, Management Analyst, 2012-2015
- Village of Montgomery, IL, Management Analyst; HR Manager, 2009-2012



Katy Yee Project Manager



Katy Yee brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention, and training and staff development.

The cornerstone of Katy's career is with DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency-wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included: redesigning client intake processes, supporting the implementation of an electronic medical record, and ensuring compliance with ACA requirements.

Most recently, Katy worked with Elgin Community College and the Forest Preserve District of Kane County. These opportunities highlighted Katy's ability to engage in and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical, and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner" – she truly enjoys working on solutions that help to support the operational needs of the organization.

Areas of Expertise

- Korn-Ferry methodology
- ACA compliance
- Accreditation
- Services Integration
- Client care access
- Client intake processes
- Medical records protocols
- Classification and Compensation Project Management

Education

- B.A., Urban Studies, Elmhurst College
- Certificate, Marketing Analytics, Udacity

Certifications

- SHRM-CP, Society for Human Resources, Certificate
- Time Management Trainer, Certificate

Memberships & Affiliations

Society for Human Resources (SHRM)
Illinois Park and Recreation Association (IPRA)

Professional Experience

Forest Preserve District of Kane County, Geneva, IL; Director of Human Resources

Elgin Community College, Elgin, IL; Director of Compensation and Talent Acquisition

DuPage County Health Department, Wheaton, IL; Director of Organizational Development; Human Resources Manager

DuPage County Government; Interim Director of Human Resources, Human Resources Manager; Human Resources Supervisor; Human Resources Generalist and Recruitment Specialist



Rachel King
Project Manager

Rachel King has nearly seven years of experience devising and implementing HR procedures. Her areas of expertise include policy development, employee recognition and engagement, classification and compensation, benefits reviews, and performance management. Ms. King also has experience with the management and development of annual operating budgets, preparing monthly financial reports and analysis and contributing to the maintenance of accurate, up-to-date general ledgers. Her primary responsibilities include obtaining, compiling, and analyzing complex information and data for projects, survey administration, supporting the project director with project communications, and writing and editing reports.

Ms. King is currently studying for her SHRM-CP Certification and the SHRM People Analytics Specialty Credential.

Areas of Expertise

- HRIS & ATS
- Benefits Administration
- Performance Management
- HR Strategy Creation & Execution
- Onboarding & Offboarding
- Training & Leadership Development
- Employee Relations Management
- Policy Development
- Project Management
- Compensation Management
- Employee Retention
- Employee Engagement & Satisfaction

Education

- B.S., HR Management, Southern New Hampshire University

Selected Project Highlights

Diversity & Inclusion/Disparity

- Athens-Clarke County, GA
DEIB Study
- City of Pleasanton, CA
DEIB Study
- Housing Authority of the County of San Buenaventura, CA
DEIB Study
- City of Houston, TX
DEIB Study
- Howard County, MD
DEIB Study
- City of Portsmouth, VA
DEIB Study
- Pitkin County, CO
DEIB Study
- City of Richmond, VA
DEIB Study
- City of Snohomish, WA
DEIB Study
- State of Maryland
DEIB Study

Human Capital

- Hawkeye Community College, IA
Classification and Compensation Study
- Livingston County, MI
Classification and Compensation Study
- Livingston County Community Mental Health, MI
Classification and Compensation Study
- Navajo Tribal Utility Authority, AZ
Classification and Compensation Study
- Rhode Island Housing, RI
Executive Compensation Survey & Analysis
- Tampa Housing Authority, FL
Classification and Compensation Study

Work Experience

- MGT Impact Solutions, LLC, Project Manager, 2022-present
- cove.tool, HR Manager, May 2021-March 2022
- Edward Jones, HR Generalist, June 2019-May 2021
- Edward Jones, Office Manager/Retirement Specialist, February 2016-June 2019



Alice Bieszczat

Classification and Compensation Specialist

Alice Bieszczat is a seasoned Classification and Compensation Specialist with over 25 years of diverse experience across the private, non-profit, and public sectors. Over the past decade, she has spearheaded or contributed to over 120 Classification and Compensation Studies across 15 states, collaborating with municipalities, counties, park districts, special services agencies, and non-profit organizations. Her expertise spans union, non-union, management, technical, and administrative positions, showcasing her adaptability to various organizational structures and complexities.

In addition to her extensive consulting background with firms like Voorhees Associates and the PAR Group, Alice has provided non-profit consulting services for esteemed institutions such as the Ann & Robert H. Lurie Children's Hospital of Chicago and the Archdiocese of Milwaukee. Her recent projects have involved Classification and Compensation Studies in multiple states, highlighting her broad geographic reach and comprehensive approach to human resources consulting. Prior to her consulting roles, Alice contributed to transportation innovation research published in reputable journals and national media outlets, and led fundraising efforts at Lurie Children's Hospital, demonstrating her multifaceted skill set and dedication to driving positive organizational change.

Areas of Expertise

- Classification and Compensation Studies
- Human Resources Consulting
- Non-Profit Consulting
- Municipalities, Counties, Park Districts, and Special Services Agencies
- Union and Non-Union Environments
- Management, Technical, and Administrative Positions
- Transportation Innovation Research

Education

- M.P.S., DePaul University
- B.S., Mathematics, DePaul University

Professional Development & Speaking Engagements

- Published Research on Transportation Innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

Professional Consulting

Aurora Healthcare and the Archdiocese of Milwaukee
Ann & Robert H. Lurie Children's Hospital of Chicago
North Shore Senior Center
Logan Square Neighborhood Association

Professional Experience

Chaddick Institute of Metropolitan Development DePaul University, 2009-2012
Lurie Children's Hospital of Chicago, 2005-2008
American Diabetes Association, 2004-2005
Accelerated Fundraising Solutions, 2000-2003
Sprint Cellular/Alltel, 1996-2000



Julie Hawkins

Classification & Compensation Specialist

Julie Hawkins is a seasoned Classification and Compensation with MGT, bringing over 30 years of experience in local government administration and human resources. Throughout her career, Julie has successfully led more than 25 Classification and Compensation Studies in the past year alone, with numerous additional studies completed over the years. Her expertise encompasses a wide range of HR functions, including personnel policy and job description creation and updates, recruitment, and staffing studies. Julie's collaborative approach has seen her work effectively with elected and appointed officials across various municipal, park, library, and water agencies.

Julie is dedicated to the public sector, understanding its critical role in daily life. She is an accomplished speaker and trainer, having presented on topics such as hiring and onboarding, performance management, HR compliance in the public sector, I-9 compliance, and ethics programs. Julie has also contributed significantly to professional organizations by serving on boards and organizing events for annual conferences. Her academic credentials include a Master of Arts in Public Administration from Northern Illinois University and a Bachelor of Arts in Public Administration and Political Science from Augustana College.

Areas of Expertise

- Classification and Compensation Studies
- Personnel Policy and Job Description Creation and Updates
- Recruitment and Staffing Studies
- Human Resource Compliance in the Public Sector
- Hiring and Onboarding Processes
- Performance Management
- Training and Development

Education

- M.P.A., Northern Illinois University
- B.A., Public Administration & Political Science, Augustana College

Memberships & Affiliations

International City/County Management Association (ICMA) – Annual Conference Committee
 Illinois City/County Management Association (ILCMA)
 Illinois Association of Municipal Management Assistants (IAMMA) – Past President
 Society for Human Resource Management (SHRM)
 Illinois Public Employer Labor Relations Association (IPELRA)
 Illinois Association of Park Districts (IAPD/IPRA)
 Illinois Library Association (ILA)
 Illinois Government Finance Officers Association (IGFOA)

Professional Experience

Sikich LLP, Human Resources Consultant, 2009-2017
 CCF Consulting, Public Sector Human Resources Consulting Services, Owner, 1996-2009
 Village of Carol Stream, IL, Assistant to the Village Manager, 1989-1996
 Village of Elk Grove, IL, Village Manager's Office, Administrative Assistant, 1987-1989
 City of Rock Island, IL, Administrative Intern, 1986-1987



Appendix B. Required Forms

Completed forms are provided on the following pages.

Exhibit B – Proposal Form, Detailed Cost Spreadsheet & Narrative

Exhibit B

Proposal

In compliance with this Request for Proposals, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein for the Village of Bartlett at the amount indicated, subject to modification through negotiations. The time and material, not to exceed, cost proposed shall include all anticipated expenses.

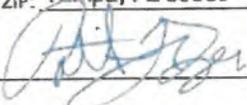
Time and Material (including expenses) with a Not-to-Exceed Cost of _\$33,540_

Include with your proposal a cost page indicating the estimated number of hours of work, proposed manpower, hourly rates, estimated expenses, and any other anticipated costs that are included in the above NTE cost.

Firm Name: MGT Impact Solutions, LLC

Address: 4320 West Kennedy Blvd., Ste 200

City, State, ZIP: Tampa, FL 33609

Signature: 

Name Printed: Patrick J. Dyer

Title: Vice President

Telephone: 888.302.0899

Date: 9/17/2024

If a Corporation:

ATTEST: _____ Title: _____

Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

Our cost proposal reflects our interpretation of the written requirements within your solicitation. **We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.** We have proposed the entire Study be conducted virtually; however, if the Village requests any in-person meetings, MGT will provide an additional estimate for travel and related expenses. By conducting our studies virtually, we can provide significant cost savings for our clients.

In keeping with the above statement of our usual practices, we estimate the fixed fee for the entire study to be **\$33,540** plus other Optional Services (see below). We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 40% of the professional fees will be due after the initial project meeting, 40% after the preliminary analysis is provided, and the balance of 20% will be billed after the Study is completed. Invoices will be sent to the Village and are payable within 30 days of receipt.

NOTE: MGT prides itself on employee inclusion as a vital part of the Study process. This is done by conducting individual interviews with at least one employee in each position. We understand this can be a significant cost. While we highly recommend this process be included, we can remove item B under Task 1.5 if no employee interviews are needed.

The hourly rate is a combined rate of \$195/hour for the Project Manager (PM), Project Specialist (PS), and Consultants/Subject Matter Experts (SME). Each task below shows the portion of the study that each employee will work on.

Exhibit 2. Proposed Cost by Task

	Milestone and Tasks	Professional Hours	Professional Fees
1.0	Meetings, Salary Survey, and Job Analysis		
1.1	Study Preparation and Project Meeting (PM)	2	390
1.2	Establishing Comparables (PS)	8	1,560
1.3	Preparing for and Hosting Employee Kick Off Meeting (PM)	4	780
1.4	Prepare Survey, Survey Distribution, and Follow-Up (PS)	6	1,170
1.5A	Review and Reading of JAQs and Job Descriptions (PM, PS, and SME)	14	2,730
1.5B	Prepare for Interviews and Conduct Employee Interviews (PM and SME)	40	7,800
1.5C	Analyze Data, Assign Skill Levels, and Prepare a Classification Plan (PM)	12	2,340
1.6	FLSA Review (PM)	6	1,170
2.0	Data Analysis		
2.1A	Compile, Analyze, and Review Market Survey Data (PM and PS)	20	3,900

APPENDIX B. REQUIRED FORMS

	Milestone and Tasks	Professional Hours	Professional Fees
2.1B	Incorporate the Classification Plan with the External Market Data (PM)	8	1,560
2.1C	Establish a New Compensation Plan with Salary Schedules (PM)	8	1,560
2.2	Preliminary Analysis Review and Training (PM)	8	1,560
2.3	Compile, Analyze, and Review Benefit Survey Data (PM and PS)	10	1,950
3.0	Progress Communication and Updates (PM)	6	1,170
4.0	Draft and Final Report Preparation		
4.1	Prepare Draft Report (PM and PS)	10	1,950
4.2	Final Report (PM)	6	1,170
5.0	Presentation of Findings (PM)	4	780
	Total Project Costs	172	33,540

NOTE: If the Village accepts our proposal for this project, MGT will provide **support services at no additional cost for one year** from contract execution. This will include any communication regarding questions concerning the report.

Optional Services/Cost

PROGRESS REPORTS – It is customary to have periodic telephone conversations throughout the Study to provide progress reports. There will be no charge for these periodic telephone updates.

SITE VISITS – If the Village requests any on-site visits, there will be additional costs for the MGT’s time and expenses.

JOB DESCRIPTIONS – Updates to existing job descriptions cost \$250 each; new job descriptions, if needed, cost \$300 each. Job descriptions will be completed upon conclusion of the Study and are billed separately.

ADDITIONAL SERVICES – Any additional services not covered in this proposal and requested by the Village will be billed at the rate of \$195 per hour plus expenses, including assistance with employee appeals.

This quote is firm and irrevocable for a period of three months, after which prices may increase.

Exhibit C – References

Your Company Name: *(Please Print):* MGT Impact Solutions, LLC

The Proposer shall list four (4) current references with needs similar to the Village of Bartlett for whom Proposer has provided comparable services. Please include company name, address, telephone number, year(s) employed by referenced firms, contact person, and type of work you performed for that entity.

1. Company Name/Municipality: Village of Vernon Hills, IL
Address: 290 Evergreen Drive Vernon Hills, Illinois 60061
Phone: (847) 918-3550
Contact Person: Kevin Timony, Village Manager
Type of Work and Date Performed: Classification and Compensation Study

2. Company Name/Municipality: City of St. Charles, Illinois
Address: 2 E. Main St., St. Charles, IL 60174
Phone: (630) 377-4446
Contact Person: Jennifer McMahon, Director of Human Resources
Type of Work and Date Performed: Classification and Compensation Study

3. Company Name/Municipality: Village of Oak Park, IL
Address: Village of Oak Park, 123 Madison Street, Oak Park, IL 60302
Phone: 708-358-5652
Contact Person: Kira Tchang, Assistant Village Manager/HR Director
Type of Work and Date Performed: Classification and Compensation Study

4. Company Name/Municipality: Village of Gurnee, Illinois
Address: 325 N. O'Plaine Gurnee, IL 60031
Phone: 847-599-7500
Contact Person: Christine Palmieri, Director of Human Resources
Type of Work and Date Performed: Classification and Compensation Study

Exhibit E – Sexual Harassment Policy



SEXUAL AND OTHER UNLAWFUL HARASSMENT

MGT is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, genetic information, sexual orientation, pregnancy, gender identity, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee experiencing an incident of sexual or other unlawful harassment should immediately report the matter to his or her direct supervisor. If the direct supervisor is unavailable or is involved in the harassment, the employee should immediately contact the Human Resources Director. If the Human Resources Director is unavailable or is involved in the harassment, the employee should immediately contact the Chief Executive Officer of MGT with his or her complaint.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.



MGT OF AMERICA CONSULTING, LLC | JULY 2017 LAST REVISION APRIL 30, 2020
NEW EMPLOYEE HANDBOOK



MGT

