**ATTACHMENT A**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

**PURPOSE**

The Contract is being awarded by the Office of Management and Enterprise Services (OMES) to conduct market-based pay study and a human resource consolidation study for the State of Oklahoma.

**BACKGROUND**

Human Capital Management (HCM) currently has uniform job descriptions for approximately 1100 job families and levels. Approximately 58% of the state’s 32,000 employees are currently utilizing the existing job catalog.

**1.** **Contract Term and Renewal Options**

The initial Contract term, which begins on the effective date of the Contract, is through completion of the scope of work no later than December 31, 2022.

**2.** **Obligations of Supplier:**

Supplier shall:

1. Conduct a market-based pay study and make recommendations base on the results.

Market-based study shall:

1. Include an evaluation of market-based pay averages compared to state employees’ compensation.
2. Establish 500 benchmark jobs covering at least two thirds of the approximately 32,000+ state employees.
3. Compare to public and private entities within Oklahoma as well as state governments from the six contiguous states and Louisiana.
4. Compile a consolidated job catalog to include:
5. Working with the agencies to move their employees into one of the jobs that are part of the existing HCM job catalog.
6. Create job descriptions that don’t align with the current HCM job catalog
7. Perform an HR consolidation study and make recommendations based on the results. HR consolidation study shall include:
8. A study to examine the overall human resources functions throughout the State of Oklahoma Executive branch and provide an analysis of how these functions can be consolidated.
9. Recommendations on how to consolidate such functions shall be provided.