

Amendment to COMGR000049

This is an Amendment to the Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of the County Manager, 15 W Kellogg Blvd, Suite 250, Saint Paul, MN 55102 ("County") and Gallagher Benefit Services, 2850 Golf Road, Rolling Meadows, IL 60008, registered as a Corporation in the State of Minnesota ("Contractor") for Talent Attraction, Retention and Promotion: Modernization of Personnel Rules and the Modernization of Job Classifications and Compensation Plans during the period of February 05, 2019 through February 04, 2024 is hereby amended as follows:

In this Amendment, deleted terms will be struck out and added terms will be underlined and bolded, except where described otherwise.

Sections 1, 2, 4, and 7 of the Agreement are amended as follows:

Revision 1, Term Section 1.1. is amended as follows:

1. The parties agree to amend the Agreement as follows:

In this Amendment, deleted terms will be struck out and added terms will be underlined and bolded, except where described otherwise.

Sections 2, and 4 of the Agreement are amended as follows:

Revision 1, Term Section 2. Scope of Service is amended as follows:

In addition to the original Scope of Services, the County is requesting a review and update of the services as noted below.

Additional Services

A. Project Initiation & Administration – Month 1

Kick off meetings to ensure the scope, project tasks, review approach, deliverables and execution timeline are agreed upon by the County project steering committee and the Contractor's team.

Deliverable:

1) Collect updated organization and salary material

Due: At project kick-off to establish specific deadlines and throughout project as needed to assure schedule is monitored

2) Conduct joint Human Resource working sessions on:

Schedule three to four working sessions (in-person or virtual) with Human Resource Team

--Classification specifications and structure and County's experience over last 18 months

--Decision Band Method© (DBM©) structure and title review and County's " experience over last 18 months

--Planning sessions to develop a preliminary work plan, a standard approach to working with departments, etc.

Due: Occurs over the first four to eight weeks depending on schedule and appropriate time for developing the kick-off presentation and other written communications documents.

3) Kick-off event jointly developed and presented with Human Resource team

Schedule a County-wide management staff presentation to explain project, steps, and

involvement of County leadership and department heads.

Due: Scheduled at conclusion of review with Human Resources.

B. Classification Review & Update – Month 2

Review the original structure with the County HR team, then gain insight from the department/functional leadership and update as appropriate. The final version will be provided to the County leadership for final approval. Contractor will update the classification structure, write new classification specifications as needed. There will only be one opportunity for review from department management to meet agreed upon timeline.

1) Review of Classification Structure with Human Resources

Conduct discussion with Human Resources Business Partners supporting separate functions or departments to understand levels. Anticipate 6-8 individual meetings scheduled within two-week period, estimating 24 hours.

Due: Within one month after Project Kickoff

2) Contractor to update the classification structure as appropriate based on feedback.

Due: With two to four weeks based on quantity of feedback and necessary updates.

3) Review classification structures with County department management.

Distribute appropriate classification structures to department or functional management for review and hold individual conversations as necessary based on requests from Human Resources or department management.

4) Contractor to update or write new classification specifications as necessary based on feedback.

Due: By end of the project timeline.

C. Internal Equity Review & Update – Month 3

Upon completion of updated classification structure, Contractor and Human Resources team will review the DBM© ratings and update as necessary. Review will include additional training for the Human Resources team. Ratings will be reviewed with the Department management teams to ensure internal equity appropriately reflects the reality of the function and career paths. Contractor to provide a working knowledge of the method, and appropriate internal equity. Human Resources is responsible for the County-wide ratings, and Department leadership will provide input on the functions under their responsibility, but not on comparison to other functions. There will be only one opportunity for review from department management to meet agreed upon timeline.

1) Training on Decision Band Method©

Contractor to provide training on the methodology for Human Resources in two sessions over two weeks.

Due: Combined with project kick-off meetings (approximate 4-6 hours)

2) Review of internal equity ratings with Human Resources

Conduct discussions with Human Resources Partners and Class & Compensation team to review internal equity (approximately 2-3 reviews).

Due: After project kick-off meetings (approximately 6-10 hours)

3) Contractor to update ratings as appropriate, based on feedback.

Due: One to two weeks after above review (approximately 1-2 weeks, 8-12 hours)

4) Review classification structures with County department management (may be combined with classification review to streamline cost and timeline)

Distribute appropriate classification structures to department or functional management for review of internal equity ratings, hold individual conversations as necessary based on request from Human Resources or department management.

Due: Two to three weeks for feedback and conducting meetings (appropriate 1 hour per department or function for 25 to 30 hours).

D. Allocation Review & Project Finalization – Month 4

This focus is on the appropriate placement of individual employees into the classification structure based on the work performed or expected to be performed. Department management will review the allocation of their staff to ensure accuracy and potentially limit the number of appeals necessary. Contractor will also provide a final report and presentation deliverable to conclude the steps of the project related to updating the classification structure.

1) Individual allocation of County staff reviewed by Human Resources and department/functional management.

Contractor to provide updated allocation to Human Resources for review in conjunction with department/function management. Goal is to ensure appropriate allocation and reduce the number of appeals.

Due: Approximately 2 weeks for review between Human Resources and department/functional management. Limited feedback from Contractor since no other documentation available to compare recommendations (approximately 8 to 12 hours)

2) Develop draft report documents and finalize based on feedback

Contractor to provide draft report to Human Resources for review and County leadership as necessary.

Due: Approximately 2 to 3 weeks for review and updates.

3) Final presentation to County

Contractor to partner with Human Resources to present final recommendations to appropriate stakeholders.

Due: Approximately 1 to 2 days as necessary for final presentation (approximately 8 to 16 hours)

4) Review of administrative policies for ongoing Human Resources management of system.

Contractor to work with Human Resources to review the recommended policies and compare with current to update as appropriate.

Due: Upon completion of the project, 1 to 2 weeks for review and updates over 2 to 3 meetings (approximately 12 to 16 hours)

E. Appeals and Ongoing Training, Support – Month 5 and ongoing

This will be scheduled after the conclusion of the project and timing will depend on the finalization. Contractor will provide support for the appeals process and perform appeals as necessary (comprehensive employee appeal, minor appeal, non-appealable appeal). Contractor will work with County Human Resources to schedule ongoing support through additional training sessions, classification reviews, and market studies as needed upon request.

Due: Ongoing

Revision 2, Term Section 4. Cost is amended as follows:

4. Cost

4.1.

The County shall pay the Contractor a not to exceed amount of \$ ~~1,115,000.00~~980,000.00 over the life of the contract according to the agreed to rates.

4.2.

The County shall pay the Contractor the following unit rates:

Project Associate Consultant - \$200.00 per hour

Project Consultant - \$350.00 per hour

Project Manager/Principal - \$485.00 per hour

4.3

The County shall pay the Contractor the following rates for the completion of the following project milestones:

<u>Project Initiation & Administration</u>	<u>\$ 35,000.00</u>
<u>Classification Structure Review</u>	<u>\$ 50,000.00</u>
<u>Job Evaluation Study</u>	<u>\$ 20,000.00</u>
<u>Allocation Review</u>	<u>\$ 30,000.00</u>
<u>Ongoing Training for Human Resources</u>	<u>Included above</u>
<u>Total</u>	<u>\$135,000.00</u>

5. Except as modified herein, the terms of the Agreement shall remain in full force and effect.