

NOTICE OF SOLE SOURCE PROCUREMENT

Date: Tuesday, February 13, 2007

Vendor/Contractor: Management Advisory Group (MAG)

Contract Amount: \$82,040.00

Description of Services: Review of compensation structure for non-instructional personnel.

Sole Source Determination: Continuation of previous study.

Date of Award: TBD

Department of Human Resources
Quality • Diversity • Passion • Commitment

MEMORANDUM

TO: J. Kevin Beardsley, Director
Office of Purchasing Services

FROM: John A. Mirra, Assistant Superintendent
Department of Human Resources

SUBJECT: **SOLE SOURCE JUSTIFICATION**

DATE: February 13, 2007

JAM

I am requesting sole source procurement with Management Advisory Group (MAG) in the amount of \$82,040. This purchase is to review the compensation structure for non-instructional positions to ensure that the method for determining compensation levels for all non-instructional employees that is internally equitable; is comparable with best practices of other leading school districts; fairly reflects appropriate values for education and experience within or outside of the VBCPS; recognizes equity issues between and among positions; addresses the issue of employee placement and internal movement between and among both instructional and non-instructional positions; and provides reasonable expectations with respect to a career ladder. I am requesting that this purchase be considered a sole source because it is a continuation of the school division's review of its compensation practices begun in the 2005-2006 school year. This study was performed by MAG and much of the data they created for that study can be also used in this one. I also believe that having the same company do both parts of this study will ensure that our employee compensation structure is consistent across the board. Since we have experience with MAG we have also been able to shift some of the work on this project to our staff, thereby reducing the cost.

The School Board Program of Work for School Year 2006-2007, Goal Two, calls for "effective, efficient use of resources to create quality educational opportunities." Areas of focus/strategic objectives will include:

"Working to ensure compensation for employees is fair and competitive. This will include conducting a comprehensive assessment of the Unified Pay Scale. (Last fiscal year a new Instructional Pay Scale was developed and implemented.)"

Procuring this study as a sole source from MAG will ensure that the above stated goal is met in a timely fashion. Based upon their recent experience in performing the first part of this study, and upon our desire to have this information as soon as possible, I believe that it is not practicable to procure this service from any other source.

Approved: _____

J. Kevin Beardsley

Date: _____

2/13/07