DATE: June 2, 2016

TO: All Prospective Proposers

FROM: Beth Kirk
Assistant Director, Goods and Non-Technology Services
301-985-7618

RE: RFP 91418– Pay Structures and Incentive Plan Consulting Services
Addendum #2 dated 06/2/2016

As a result of questions received, the following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form” and including it in the Technical Proposal. As well, the addendum number and date should be noted in the appropriate space on the Price Proposal form.

1. Attached please find the Solicitation Questions/Issues Log that includes, in detail; each modification/update made to the Solicitation, as well as UMUC’s response to initial questions received from potential Proposers. In addition, to the Questions/Issues Log, each page that has been modified/updated is included. Each attached page reflects the updates/modifications listed in the Questions/Issues Log.

2. Any further modifications and/or questions from potential Proposers are to be provided in the format of the Question/Issues Log.

We appreciate your cooperation in using a standard format.

End of Addendum Two dated 06-2-2016
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91418

TECHNICAL PROPOSAL DUE DATE:
June 28, 2016, on or before 4:00 P.M. EDT

RFP FOR: Pay Structures and Incentive Plan Consulting Services

NAME OF PROPOSER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 05-26-2016
Addendum No. 2 dated 06-02-2016
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______

As stated in the RFP documents, this form is included in our Technical Proposal.

____________________________
Signature

____________________________
Name Printed

____________________________
Title

____________________________
Date

END OF FORM
<table>
<thead>
<tr>
<th>#</th>
<th>Addendum No.</th>
<th>Solicitation Section</th>
<th>Solicitation Reference</th>
<th>Question/Issue</th>
<th>UMUC Response/Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1</td>
<td>KFP Cover</td>
<td>Significant Milestones, Page 1.</td>
<td>The dates for the following Significant Milestones were modified:</td>
<td>The following replaces the Significant Milestones in its entirety:</td>
</tr>
<tr>
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<td>• Last Day for Questions</td>
<td>SIGNIFICANT MILESTONES TIME: DATE:</td>
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<td></td>
<td>• Technical Proposal Due Date</td>
<td>Last Day for Questions 2 P.M. EDT 6/10/2016</td>
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<td>• Oral Presentations/Discussion Date</td>
<td>Technical Proposal Due Date: 4 P.M. EDT 6/28/2016</td>
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<td>• Price Proposal Due Date</td>
<td>Oral Presentation/Discussion Date: TBD 7/12-07/15/2016</td>
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<td>Updated Page 1, attached.</td>
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<td>2.</td>
<td>1</td>
<td>Solicitation Schedule</td>
<td>Page 3</td>
<td>The dates for the following were modified:</td>
<td>UMUC modifies the Solicitation Schedule as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Questions Regarding Solicitation Due:</td>
<td>Questions Regarding Solicitation Due:</td>
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<td></td>
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<td></td>
<td>• Technical Proposal Due Date:</td>
<td>June 10, 2016, by 2:00 P.M. EDT</td>
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<td>• Anticipated Date of Notification following the Initial Evaluation regarding shortlist:</td>
<td>Technical Proposal Due Date:</td>
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<td>• Anticipated Oral Presentation/Discussion Meetings:</td>
<td>June 28, 2016, by 4:00 P.M. EDT</td>
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<td></td>
<td>• Anticipated Date of Notification regarding further Shortlist following the Oral Presentation/Discussion Meetings:</td>
<td>Price Proposal Due Date:</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>• Anticipated Price Proposal Due Date:</td>
<td>June 28, 2016, by 4:00 P.M. EDT</td>
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<td></td>
<td>Updated Page 3, attached.</td>
<td>Anticipated Date of Notification following the Initial Evaluation regarding shortlist:</td>
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<td></td>
<td></td>
<td></td>
<td>By July 11, 2016</td>
<td>Anticipated Oral Presentation/Discussion Meetings:</td>
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<td></td>
<td></td>
<td>(If required and invited by UMUC)</td>
<td>July 12, 2016 - July 15, 2016</td>
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<td></td>
<td></td>
<td></td>
<td>Anticipated Date of Notification regarding further Shortlist following the Oral Presentation/Discussion Meetings:</td>
<td>By July 18, 2016</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Updated Page 3, attached.</td>
<td></td>
</tr>
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<td>#</td>
<td>Addendum No.</td>
<td>Solicitation Section</td>
<td>Solicitation Reference</td>
<td>Question/Issue</td>
<td>UMUC Response/Modification</td>
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<td>-----------------------------</td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Section III Procurement Phases and Evaluation Process Article 2.4.2 Technical Proposal Requirements/ Initial Technical Evaluation</td>
<td>2.4.2 Key Personnel references, Paragraph 2, last sentence.</td>
<td>The date provided in the following sentence was modified. However, all firms responding must supply this information within their Technical Proposals submitted on June 20, 2016.</td>
<td>The following sentence replaces the last sentence in its entirety: However, all firms responding must supply this information within their Technical Proposals submitted on June 28, 2016. Updated Page 14, attached.</td>
</tr>
<tr>
<td>4.</td>
<td>1</td>
<td>Section III Procurement Phases and Evaluation Process Article 3 Price Proposals/ Price Evaluation</td>
<td>1. Price Proposal Page, 20</td>
<td>The first sentence states the following: Only the final shortlisted firms following the technical evaluation will be requested to submit a Price Proposal.</td>
<td>The following sentence replaces the first sentence in its entirety: All Proposers are to submit a Price Proposal. Updated Page 20, attached.</td>
</tr>
<tr>
<td>5.</td>
<td>1</td>
<td>Appendix A Technical Forms</td>
<td>Acknowledgement of Receipt of Addenda Form Page, 25</td>
<td>The Technical Proposal Due Date was modified.</td>
<td>Technical Proposal Due Date: June 28, 2016 on or before 4:00 P.M. EDT. Updated Page 25, attached.</td>
</tr>
</tbody>
</table>
| 6. | 1 | Appendix B Price Proposal Form | Price Proposal Page, 32 | The following dates were modified:  
- Price Proposal Due Date: 
- The undersigned hereby submits the Price Proposal as set forth in RFP # 91418 dated July 11, 2016, and the following subsequent addenda: 
  - The following replaces the Price Proposal Due Date: 
    PRICE PROPOSAL DUE DATE: June 28, 2016, by 4:00 P.M. EDT 
  - The following sentence replaces the original sentence provided in RFP# 91418 issued on May 20, 2016. The undersigned hereby submits the Price Proposal as set forth in RFP # 91418 dated ____, 2016, and the following subsequent addenda: 
    Updated Page 32 and 33, attached. |
| 7. | 1 | Appendix C Contract Forms | Sample Contract, Recitals Page, 39 | Correction: The following wording was removed in the first sentence: 
- The following sentence replaces the first sentence in its entirety: | |
<table>
<thead>
<tr>
<th>Addendum No.</th>
<th>Solicitation Section</th>
<th>Solicitation Reference</th>
<th>Question/Issue</th>
<th>UMUC Response/Modification</th>
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<tr>
<td>#1</td>
<td>Solicitation Section</td>
<td>Solicitation Reference</td>
<td>Question/Issue</td>
<td>UMUC Response/Modification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>paid social media advertising management services</td>
<td>The University issued solicitation documents (Solicitation 91418) on May ____ of 2016, as amended from time to time (“the Solicitation”), for pay structures and incentive plan consulting services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The dates provided in the second sentence was modified: Contractor submitted technical proposal dates June 20, 216 and price proposal dated July 11, 2016, and accepted by the University (collectively, “the Proposal”) in response to the Solicitation, and the University subsequently selected the Contractor as an awardee of this non-exclusive Contract.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The following sentence replaces the second sentence in its entirety: Contractor submitted technical and price proposal dated June 28, 216, and accepted by the University (collectively, “the Proposal”) in response to the Solicitation, and the University subsequently selected the Contractor as an awardee of this non-exclusive Contract.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Updated Page 39, attached.</td>
<td></td>
</tr>
</tbody>
</table>

**End of Addendum One dated 05/26/16**

**Issue/Questions - Addendum No. 2**

<table>
<thead>
<tr>
<th>Issue/Questions - Addendum No. 2</th>
<th>#</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Are up-to-date job descriptions for all jobs included in this study?</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Are the number of jobs listed in the RFP unique, or does this list include jobs that may be similar but are in different locations?</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Are the overseas jobs local nationals, expatriate or both? How many of each?</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Do you currently have any incentive plans in place?</td>
<td>11</td>
<td>2</td>
</tr>
</tbody>
</table>

**Updated Page 39, attached.**

The University will work with managers to collect missing job descriptions or to confirm accuracy. Counts represent the number of unique jobs. As part of the analysis, UMUC anticipates similar jobs being identified and combined where appropriate. The vast majority of our employees are US citizens. However, UMUC has a small number of local national employees. Historically, local nationals are paid similar to US Citizens and this is anticipated to continue.
<table>
<thead>
<tr>
<th>#</th>
<th>Addendum No.</th>
<th>Solicitation Section</th>
<th>Solicitation Reference</th>
<th>Question/Issue</th>
<th>UMUC Response/Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>2</td>
<td></td>
<td></td>
<td>To clarify, this proposal does not include analysis of target country social security and benefits laws applicable to the jobs being priced in this engagement?</td>
<td>No.</td>
</tr>
<tr>
<td>13</td>
<td>2</td>
<td></td>
<td></td>
<td>Why is UMUC conducting this engagement at this time?</td>
<td>UMUC has received approval from the Board of Regents to create HR policies separate from the University System of Maryland (USM). As such, UMUC will no longer be held to the USM Exempt pay structure, which is not a market-based structure. It is UMUC’s desire to create a true market-based structure, and ensure uniformity and consistency between our stateside and overseas structures.</td>
</tr>
<tr>
<td>14</td>
<td>2</td>
<td></td>
<td></td>
<td>To what extent is the FLSA work in response to the final regulations, or does the institution have specific concerns regarding classification of its positions?</td>
<td>The final regulations have created further urgency. UMUC intends to audit the FLSA status of at-risk positions.</td>
</tr>
<tr>
<td>15</td>
<td>2</td>
<td></td>
<td></td>
<td>To what extent has UMUC considered implementation of this new compensation structure (March 2017, from RFP), with the December 1, 2016 compliance date for the final FLSA regulations in mind?</td>
<td>The FLSA date is not driving the implementation of the structure. We are certainly open to an earlier implementation date, depending on the work and time involved to recommend and propose structures and incentive plans.</td>
</tr>
<tr>
<td>16</td>
<td>2</td>
<td></td>
<td></td>
<td>Is the expectation that the consultant will conduct a FLSA review of all 660 jobs (representing 1,328 employees) or a specific segment of this population?</td>
<td>No, it will be a much smaller segment of this population.</td>
</tr>
<tr>
<td>17</td>
<td>2</td>
<td></td>
<td></td>
<td>Does UMUC desire for the consultant to conduct a market assessment of the exempt staff positions or use the salary survey information that UMUC provides to redesign the pay structure?</td>
<td>UMUC will provide the salary survey information to be used for the market assessment.</td>
</tr>
<tr>
<td>18</td>
<td>2</td>
<td></td>
<td></td>
<td>What does UMUC mean by standardization of job descriptions: development of a new job description/template or rewriting all exempt job descriptions using the new template?</td>
<td>The development of a best practice job description template.</td>
</tr>
<tr>
<td>#</td>
<td>Addendum No.</td>
<td>Solicitation Section</td>
<td>Solicitation Reference</td>
<td>Question/Issue</td>
<td>UMUC Response/Modification</td>
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<tr>
<td>19.</td>
<td>2</td>
<td></td>
<td></td>
<td>Can you provide more detail on your expectation regarding the evaluation of existing career ladders and other career related progression programs?</td>
<td>Where UMUC has career ladders in place (for example, Systems Analyst I, II, III), it is our desire to have these ladders be market priced, as well as evaluated for appropriate leveling. For example, where UMUC may have 4 levels for a job, the awarded contractor shall recommend if it would be more appropriate for only 3, or vice versa.</td>
</tr>
<tr>
<td>20.</td>
<td>2</td>
<td></td>
<td></td>
<td>Is the adverse impact and equity analysis a function of the new pay structure or does UMUC desire a formal pay equity analysis with respect to gender, race, and age?</td>
<td>This would be a function of the new pay structure prior to implementation.</td>
</tr>
<tr>
<td>21.</td>
<td>2</td>
<td></td>
<td></td>
<td>To what extent does UMUC currently have an incentive plan in place today? If so, who participates in this plan and how does it work?</td>
<td>UMUC does not presently and has never had an incentive plan.</td>
</tr>
<tr>
<td>22.</td>
<td>2</td>
<td></td>
<td></td>
<td>If UMUC is considering a new incentive plan, would this be for all employees or a subset of its employee population?</td>
<td>It is UMU’s expectation that the Contractor shall provide/propose to UMUC recommendations along with options and a thorough explanation of your firm’s recommendations and options. Recommendations may be based on learning/findings, analysis, readiness, best practices, etc.</td>
</tr>
</tbody>
</table>

End of Addendum Two dated 06/2/16
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

REQUEST FOR PROPOSAL #91418
FOR
PAY STRUCTURES AND INCENTIVE PLAN
CONSULTING SERVICES

ISSUE DATE: MAY 20, 2016

<table>
<thead>
<tr>
<th>SIGNIFICANT MILESTONES</th>
<th>TIME:</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>Last Day for Questions</td>
<td>2 P.M. EDT</td>
<td>06/10/2016</td>
</tr>
<tr>
<td>Technical and Price Proposal Due Date:</td>
<td>4 P.M. EDT</td>
<td>06/28/2016</td>
</tr>
<tr>
<td>Oral Presentation/Discussion Date:</td>
<td>TBD</td>
<td>07/12-07/15/2016</td>
</tr>
</tbody>
</table>

Notice: Prospective proposers who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address in order that amendments to the Request for Proposal or other communications can be sent to them. Any Prospective Proposer who fails to notify the Issuing Office with this information assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
3501 University Boulevard East, Room ADMIN 2344
Adelphi, Maryland 20783

This solicitation document, as well as all addenda that may be issued, is (will be) posted on UMUC’s Electronic Bid Board at www.umuc.edu/procurement.
SOLICITATION SCHEDULE

Issue Date: May 20, 2016

Questions Regarding Solicitation Due: June 10, 2016, by 2:00 P.M. EDT

Technical Proposal Due Date: June 28, 2016, by 4:00 P.M. EDT

Price Proposal Due Date: June 28, 2016, by 4:00 P.M. EDT

Anticipated Date of Notification following the Initial Evaluation regarding shortlist: July 11, 2016

Anticipated Oral Presentation/Discussion Meetings: July 12, 2016 - July 15, 2016
(If required and invited by UMUC)

Anticipated Date of Notification regarding further Shortlist following the Oral Presentation/Discussion Meetings: By July 18, 2016

Anticipated Contractor(s) Selection finalized: By July 22, 2016

Agreement fully executed with selected Contractor(s): By July 29, 2016 (Projected)

Contract Commencement: By August 1, 2016 (Projected)

END OF SOLICITATION SCHEDULE
and will have the capability of pulling in the firm’s staff resources as needed. (Identify sub-contractual personnel, if applicable.)

2.4.1 Key Personnel:

Provide a complete resume for the following:

- The proposed Lead Consultant, (the person responsible for the management of the relationship between the proposer and the University; the staffing and management of all work associated with the resulting contract, and the University’s primary point of contact for this contract), and,
- The proposed Executive-in-Charge (the person responsible for adequate resources being designated for this contract as well as for issue escalation/resolution)

The resume should include:

a. Educational background;
b. Employment history (with dates of employments), including all positions and dates of these positions held with all employers; and
c. Similar contracts information (minimum of three), preferably in the same role as proposed for the UMUC contract. Contracts should be recent (within the last 5 years) and of similar size, scope, and complexity to this proposed contract.; and,
d. The role the person held on the contract;

In addition to contract information, please provide the following:

- A brief statement describing the services provided,
- The term of the contract (start and end date), and
- Similarities to the proposed UMUC contract.

2.4.2 Provide three (3) contract/client references for the Lead Consultant (name, firm, email address, and phone number, including extension if applicable). Such references should be contract references, not employment references and the contact provided should be able to speak to the performance of the person in the role assigned. References will be held in the strictest of confidence.

Only the final short-listed firms will have their Key Personnel references contacted during the Second Technical Evaluation Phase. However, all firms responding must supply this information within their Technical Proposals submitted on June 28, 2016.
SECTION III
PROCUREMENT PHASES AND EVALUATION PROCESS

ARTICLE 3

PRICE PROPOSALS/PRICE EVALUATION

1. **Price Proposals.**
   All Proposers are to submit a Price Proposal. Refer to the Solicitation Schedule for the anticipated due date and time for **Price Proposals.** The Price Proposal form anticipated to be used by the Proposer is included in **Appendix B.** As the procurement progresses, this form is subject to revision.

   As provided on the Price Proposal form, Proposers are to quote a **fixed price** for each phase initiative (Phase One: Pay Structures and Phase Two: Incentive Plan). All costs are to be included in the fixed price as there are no reimbursables associated with the resulting contract.

   The initial pay structure services will be provided as a fixed scope of work. However Proposers are to provide an itemized breakdown of the pricing. The itemized breakdown of pricing must include the level of effort; showing the staffing by position and name, tasks to be executed, anticipated hours by task, hourly rates, and cumulative total by task and overall.

   In addition, Proposers are to provide the fully loaded hourly rates for each of the assigned staff or staff positions. These fully loaded hourly rates are to be valid through December 31, 2017. The University will use the fully loaded hourly rates to negotiate any change orders (if any are necessary) to the original scope of work, or for any additional work related to the services as described in this RFP.

2. **Price Proposal Evaluation.**
   Price Proposals will be evaluated based on the full cost of the services. The University may elect to request Best & Final Price Proposal(s). The University will establish a financial ranking of the proposals from lowest to highest total offers.

END OF SECTION III, ARTICLE 3
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91418

TECHNICAL PROPOSAL DUE DATE: June 28, 2016 on or before 4:00 P.M. EDT.

RFP FOR: Pay Structures and Incentive Plan Consulting Services

NAME OF PROPOSER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. ___ dated ______
Addendum No. ___ dated ______
Addendum No. ___ dated ______
Addendum No. ___ dated ______
Addendum No. ___ dated ______
Addendum No. ___ dated ______

As stated in the RFP documents, this form is included in our Initial Technical Proposal.

________________________________________
Signature

________________________________________
Name Printed

________________________________________
Title

________________________________________
Date

END OF FORM
PROPOSAL NO.: RFP 91418
PRICE PROPOSAL DUE DATE: June 28, 2016, by 4:00 P.M. EDT
PROPOSAL FOR: UMUC Pay Structures and Incentive Plan Consulting Services
PROPOSER:
Federal Identification Number/Social Security Number:____________________

PRICE PROPOSAL

Beth Vu Kirk
University of Maryland University College
Procurement Office
3501 University Blvd. East, Room ADMIN-4108
Adelphi, MD 20783-8002

Dear Ms. Kirk:

The undersigned hereby submits the Price Proposal as set forth in RFP # 91418 dated ___, 2016, and the following subsequent addenda:

Addendum ___ dated_______
Addendum ___ dated_______
Addendum ___ dated_______
Addendum ___ dated_______

We confirm that this Price Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work for the work as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as UMUC is not responsible for Proposer’s errors or omissions. Any price proposal that has been accepted by UMUC may not be withdrawn by the contractor.

A. Fixed price for initial pay structure review services:
   $_________

Fixed price for initial incentive plan design services:
   $_________

(We understand that progress payments will be made upon acceptance by UMUC of established milestones met by Contractor. We confirm that this price includes all expenses and travel for the consulting team to and from Adelphi, MD and/or Largo, MD (Baltimore/Washington area).

B. Attached to this Price Proposal Form is our firm’s maximum fully loaded hourly billing rates for all personnel and staff positions that will be applicable through December
31, 2017. We understand there are no reimbursable expenses allowed. These hourly rates will be used to negotiate any change order work, if any such changes become necessary during the course of the engagement.

C. Attached to this Price Proposal Form is an itemized breakout, including the travel costs, of the fixed fee for the initial pay structure review and incentive plan design services.

We understand that by submitting a proposal we are agreeing to all of the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the technical proposal remains in effect.

The evaluation and subsequent final ranking of proposals will be in accordance the RFP documents. We understand that technical weighs greater than financial.

We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Lead Consultant and other Key People named within our Technical Proposal will be assigned to the UMUC Contract for the duration of this project. We understand that no changes in these assignments will be allowed without written authorization from the University via contract amendment prior to such changes being made.

Enclosure: Name, Title, Role on Project, and Hourly Rate of Personnel to be attached
Itemized Breakout of Fixed Fee for Initial Pay Structure Review and Incentive Plan Design effort
Living Wage Affidavit

(Signatures should be placed on following page.)
THE PARTIES AGREE AS FOLLOWS:

1. SCOPE, CONTRACT DOCUMENTS, AND TERM

1.1 Contractor shall provide professional pay structure and incentive plan consulting services. ("the Services" or "the Project"), as needed by UMUC's Office of Human Resources, in accordance with the terms and conditions of this Contract.

1.2 This Contract consists of multiple documents as follows in order of precedence:

- This Contract Form (pages 1 through ___); and any Amendments;
- The Solicitation #91418 and all amendments to the Solicitation;
- Exhibit A: Contractor's Proposal dated ______;
- Attachment A: Contract Affidavit; and,
- Statements of work, if any, issued from time to time, pursuant to this Contract (each of which is incorporated in this Contract whether or not physically attached hereto).

1.3 The initial term of this Contract shall commence on or around **August 1, 2016, and conclude July 31, 2017.** There will be three (3) one (1)-year renewal options at the sole discretion of UMUC.

2. PROFESSIONAL SERVICES

2.1 The Contractor shall perform the Services as described in Exhibit A to this Agreement. Services shall be performed in accordance with the schedule included in Exhibit A, or, if no such schedule is included, in accordance with a schedule agreed upon in writing by the Parties at a future date and adopted as an amendment to Exhibit A. The Contractor shall perform the Services as expeditiously as is consistent with good professional skill and care and the orderly progress of the Contract.