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## CONTACT INFORMATION

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Contract administration matters will be handled by:

**Primary Contact**

Susan E. Johnson  
Vice President of Sales  
1380 East Main Street  
Albuquerque, NM 87101  
Phone: 800-XXX-XXXX  
Fax: 800-XXX-XXXX  
E-mail: [SJohnson@SpecialtyData.com](mailto:SJohnson@SpecialtyData.com)

**Secondary Contact**

Kathy R. Neussbaum  
Vice President of Business Development  
1380 East Main Street  
Albuquerque, NM 87101  
Phone: 800-XXX-XXXX  
Fax: 800-XXX-XXXX  
E-mail: [KNeussbaum@SpecialtyData.com](mailto:KNeussbaum@SpecialtyData.com)

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## CORPORATE EXPERIENCE

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### COMPANY INFORMATION

#### HISTORY

Specialty Data is a national compensation survey and consulting firm. Founded in 1972, Specialty Data is located in Albuquerque, NM. Our products and services ensure organizations' competitive success by providing an all-inclusive solution encompassing benefits, rewards systems, and salary data. With a highly skilled team and a history of providing error-free data, we welcome the opportunity to provide the quality of work that this contract demands.

#### PRODUCTS AND SERVICES

Specialty Data's flagship products are X, Y, and Z. Confidential content removed.

#### SUBCONTRACTORS

Specialty Data successfully manages most projects employing existing staff. Occasionally, project demands require us to utilize subcontractors. We develop enduring relationships with highly skilled personnel who exemplify our values and work ethics. We have provided a resume for our leading candidate, Jane Chappell, in the event that we require supplemental resources for this project.

Jane has consistently worked as an employee or subcontractor to Specialty Data for 14 years. She routinely directs market and industry compensation and benefit survey projects. Because she regularly exceeds expectations, we consider Jane to be a core member of our team. Her resume is included in Attachment A.

If required for this project, Jane will serve in a supporting role, reporting directly to the Survey Team Project Leader. She may be responsible for reviewing the data collection tool for completeness, analyzing reported Study data, providing support to participants, and working with the survey team to prepare final results of the Study. The Specialty Data reporting structure is included in the Organizational Chart in Attachment B.

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## RESPONSES TO REQUIREMENTS, TASKS, AND DELIVERABLES

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### TECHNICAL APPROACH

Specialty Data clearly understands the requirements and deliverables presented in the Statement of Work. We address client questions and concerns quickly, adjusting to varying situations and providing personal attention. Our processes ensure that we provide reliable data every time. We manage the process from beginning to end, and are skilled in generating survey replies. Our technical approach outlines client involvement, and describes our process methodology. Specialty Data demonstrates flexibility and quality control in all of our projects.

#### CLIENT INVOLVEMENT

- Initial contact with the client will be made through a partnership announcement from the COTR and Specialty Data. This joint e-mail communication explains the Study, and introduces Specialty Data and our role in the Study.
  - Specialty Data will provide a draft of the message to the COTR for approval.
  - Feedback suggested by the COTR will be incorporated in the communication.
- Specialty Data will contact the COTR with regard to obtaining supporting Study materials, including, but not limited to:
  - List of job titles to be surveyed.
  - Current client job description/analyses of the job titles to be surveyed.
  - Names and contact information of client personnel designated for the Study.
- All survey materials/instruments to be used in the Study will be submitted to the COTR for approval prior to distribution to the client offices.
- Specialty Data will conduct up to three (3) on-site meetings at the client site, with designated client representatives and telephone conferences as required.
- Specialty Data will provide weekly status updates on the Study to the client COTR, at 10:00 a.m. EST on the Monday of each week.
- Specialty Data will provide three (3) drafts of the Study to the COTR for review and comment. All drafts will be submitted in electronic form.
- Specialty Data will provide the Study drafts in accordance with the timetable specified in the RFP. The Study will be completed no later than July 3, 2005.

<b>Title</b>	<b>DAC Due Date</b>
C.4.1 Study 1 <sup>st</sup> Draft	60 Calendar Days
C.4.1 Study 2 <sup>nd</sup> Draft	90 Calendar Days
C.4.1 Study 3 <sup>rd</sup> Draft (Option at the exercise of the client)	120 Calendar Days
C.4.1 Study Final	150 Calendar Days

DAC Days After Contract Award

- Specialty Data will incorporate the client comments and changes to the Study drafts into a revised document within ten (10) calendar days of receipt of comments.
- Specialty Data will provide the COTR with four (4) hard copies of the Final Study and two (2) copies in electronic form.

## METHODOLOGY

By applying proven processes to our projects, Specialty Data achieves reliable and consistent results. Team members are well-versed in identifying and resolving issues at all project phases.

- Review all job descriptions to develop summarized versions for use in the survey questionnaire, and to ensure each job title is included.
- Develop content and format for a comprehensive electronic survey questionnaire. Each job title will include, but not be limited to, the following elements:
  - 1) Confidential content removed
- Distribute survey questionnaire to client offices for completion.
  - Confidential content removed
- Develop a comprehensive database.
  - Confidential content removed
- Develop a report format.
- Determine the most applicable and reliable market data sources for public and private sector pay and benefits, including:
  - Confidential content removed
- Analyze data from all sources.
- Analyze data collected from questionnaires, using industry accepted statistical methods.
- Analyze preliminary results of survey compilation data, evaluate any extraordinary findings, and resolve accordingly.
- Develop first draft of the final report. The report will include a comprehensive appendix of all market data collected to compile the Study, as well as the actual comparison of client to market data.
- Draft revisions requested by the client will be submitted within the time frame specified in section C.5 of the contract.

## FLEXIBILITY

Specialty Data is accustomed to working within strict timeframes and adapting to changing priorities. We understand the level of urgency and flexibility required by the client. Specialty Data is well-suited to accommodate changing needs, and will work in conjunction with the client to achieve the project goals.

## SCOPE MANAGEMENT

- The client Study is managed by the Project Manager, who assigns key personnel to various aspects of the Study. The Project Manager is responsible for monitoring project deadlines and ensuring deliverables are met.
- A timetable is established, based on the volume and nature of work to be performed for each requirement established in the client contract. Key personnel are assigned to parts of the contract, based on the strengths and knowledge they possess, to ensure quality work and timeliness of the end result. Specialty Data employees are cross-trained for multiple tasks, enabling work to be completed in accordance with the established timetable.
- Each project Specialty Data conducts is subject to rigid quality control, and is reviewed at every stage with checks and balances to ensure the finest product is delivered to our clients.

## QUALITY ASSURANCE

Specialty Data understands the importance of accuracy when it comes to our data, which is why we have developed a system of checks and balances to ensure that each piece of data is validated. We use several unique tools to identify unusual rates. All rates that have passed the initial checks are reviewed once more. Data that falls outside the normal ranges is confirmed or removed if necessary.

Award of the contract after January 18, 2005 may impact the scope of work achievable by Specialty Data.

## **QUALIFICATIONS OF PROPOSED STAFF**

A well-qualified staff is critical to the success of any project. Specialty Data prides itself on assembling a team of highly skilled individuals. Each contributes unique abilities and talents, forming a well-balanced team. Our team has successfully completed hundreds of projects on time, and within budget. We have outlined a clear staffing plan, along with job categories and minimum qualifications of proposed staff. Project roles, responsibilities, and authorities are also described herein.

## STAFFING PLAN

Specialty Data has identified seven principals to be assigned to the client's Employment, Compensation, Hiring, and Benefits Study. These individuals have been long-time contributors to the success of Specialty Data. Together, they have a combined 92 years of experience within this industry. Each member has contributed specific experience involving employment compensation, hiring, and benefits practices to past projects.

Specialty Data's Organizational Chart is located in Attachment B. This document includes job titles, number of positions, and reporting structure. Names of key personnel are also included.

## Proposed Staff

Key Personnel	Job Category	Job Description	Authority	Minimum Qualifications	Availability
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This table outlines the job categories, corresponding job descriptions, and authorities for proposed staff. It also includes minimum qualifications and the approximate percentage of time each will be available for this project.

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## **RESUMES**

Resumes for key personnel proposed for this project are located in Attachment A.

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## **SUMMARY**

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Specialty Data has been exceeding client expectations for over 34 years, by combining friendly and experienced staff, accurate data, and a high level of service. If awarded the contract for the client Study, you can expect us to continue that tradition of exceptional service. Our previous experience in government and private industry validates our knowledge, skills, and ability to manage every aspect of this project.

Specialty Data believes we offer a complete package meeting all the requirements in the Statement of Work, with minimal risk to the client. Our highly qualified staff is ready to demonstrate our skills and support the client with the level of service required.