



March 13, 2023

Village of Oak Park
Human Resources Department
Attn: Kira Tchang, Assistant Village Manager/Human Resources Director
123 Madison Street
Oak Park, IL 60302

RE: Proposal for a Classification and Compensation Study

Dear Ms. Tchang:

We are pleased to provide the Village of Oak Park with this Proposal for a Classification and Compensation Study for employees in 86 positions in the organization. GovHR is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR has conducted more than 100 classification and compensation studies in the past ten years. A complete list of our Classification and Compensation Study clients is located on our website at www.govhrusa.com.

If selected to conduct this Study for the Village, GovHR Chief Executive Officer Joellen Cademartori will serve as your Project Manager. Biographies for Ms. Cademartori and the Project Team are attached to the proposal, and Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer, GovHR USA
847-380-3238
Jcademartori@govhrusa.com

GovHR understands that human resource management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the Village can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the Village avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures. We understand the high expectations that have been established in Oak Park in recruiting and

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retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

Please contact Ms. Cademartori or me if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Judith M. Schmittgens'.

Judith Schmittgens
Corporate Secretary and Compliance Manager
630-362-8934
Jschmittgens@govhrusa.com

VILLAGE OF OAK PARK, ILLINOIS
CLASSIFICATION AND COMPENSATION STUDY
PROPOSAL

March 13, 2023



Principal Contact Person: Joellen Cademartori
JCademartori@GovHRusa.com
847-380-3238

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**VILLAGE OF OAK PARK, ILLINOIS
PROPOSAL FOR A CLASSIFICATION AND COMPENSATION STUDY
March 13, 2023**

INTRODUCTION

The Village of Oak Park is interested in a thorough review of its current classification and compensation plan, including a review of benefits, for approximately 100 employees in 86 non-union positions in the organization. The goal is to have a clearly defined compensation plan that will allow for efficient and effective classification processes, offer fair and competitive wages, comply with state and federal laws and confirm to accepted practices, and ensures the recruitment and retention of qualified workers. It is a pleasure for GovHR to provide the Village of Oak Park with a proposal for these services.

AGENTS AND ADDRESS

GovHR, USA LLC ("GovHR") is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our firm is a limited liability company headquartered in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance. We work exclusively in the public sector, and all services are provided solely for public jurisdictions and not-for-profit entities. The company was formed as Voorhees Associates in 2009 and changed its name to GovHR USA in December 2013. Our organization currently has a staff of thirty-five project consultants.

If selected to conduct this Study for the Village of Oak Park, Ms. Joellen Cademartori, Chief Executive Officer and Co-Owner of GovHR, will serve as Project Manager. Ms. Cademartori has many years of experience in local government, with most of her time spent in Massachusetts, North Carolina and Illinois. She is currently managing several Classification and Compensation Studies that are in various stages of completion. A complete list of clients is available on our website at www.govhrusa.com.

Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer, GovHR USA LLC
Telephone 847-380-3238
jcademartori@govhrusa.com

Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs and Joan Walko, Vice President Rodney Crain, HR Specialist Katy Yee and Alice Bieszczat, and HR Manager Mysi Hall in study

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preparation, data gathering and employee interviews. Biographies for the Consultant Team are attached to this Proposal, and their client lists are included on our website.

GovHR has conducted more than 125 classification and compensation studies since the firm's inception in 2009, many of which included both represented and non-represented employees. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. All of these studies included the use of public-sector salary data. All studies included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the course of the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.)
- Pay plans that were tied to performance.

STATEMENT OF METHODS AND PROCEDURES

To accomplish the Village's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the Village's input/assistance.

Meetings, Salary and Benefits Survey, Job Analysis.

DELIVERABLE: Start Up Documents

DELIVERABLE: Job Analysis Questionnaire Form

- **Study preparation and project meeting (Project Manager).** Meet with Village representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work, and the data and assistance GovHR will need from the Village. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual, and any other relevant information related to salaries to make for a more productive initial meeting.
- **Establishing comparables**
DELIVERABLE: Group of Comparable Communities

Working with Village staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the Village. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Oak Park.

- **Employee Kickoff Meeting**

Shortly after the initial project meeting with the Oak Park representatives, the Consultant will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed

two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary and benefits surveys.**

GovHR will design and send out the salary and benefits surveys (under Village letterhead) to gather salary data for benchmark classifications in the comparable communities. To accomplish this, the Project Manager will work with Village representatives to select approximately 40 benchmark classifications from the Village's 86 classifications covered in the Study. These classifications will be chosen on the criteria of those that are most common in all communities and that cover all the various pay grades in Oak Park. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for "like" positions in the comparable communities.

Note: While GovHR will prepare all the materials to be sent out for the salary and benefit surveys, we have found that sending out the survey under the client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the Village *may* be asked to make one follow-up contact to those municipalities that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the Village, GovHR will perform the following:

- Read each JAQ and corresponding Job Description (up to 86), in their entirety.
- Personally interview at least one (1) employee from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with Village representatives and revise as necessary.
- Review the Village's current FLSA classifications and make appropriate recommendations.

II. Salary and Benefit Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: Benefit Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the Village's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction in each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the Village's present pay for each class and the survey data.
- The Consultants will work with the Village at the initial meeting to determine the Village's policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the Village's 86 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.
Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the Village's report.
- Tabulate, summarize, and analyze comparative benefit information obtained through the survey. Make suggestions and recommendations where Village benefits are inconsistent with the survey group. (Note: Regarding health benefits, GovHR typically requests respondents to provide information regarding employee and employer contribution amounts and for a copy of their health summary, which is provided to the Client. If a more detailed analysis is desired, GovHR can provide this for an additional cost at our hourly rate.)

III. Progress Reports

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the Village's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the Village as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the Village representative, and, if requested, other key Village staff such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the Village that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
 - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
 - pay range options that are consistent with the Village's pay policy, outlining the pros and cons of each option;
 - assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
 - a maintenance plan with recommendations on keeping the plan current, equitable and up to date over the next ten years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
 - an implementation plan and cost estimates of implementing the Study's findings and recommendations.
 - recommendations regarding FLSA classifications for each position.
- Once the Village representatives return review comments, a final report will be prepared and sent to the Village.

V. Presentation of Findings

The Project Manager will make a presentation of findings to Senior Management and a separate presentation to the Village Board, if desired, detailing the final results of the Study. The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended classification and pay plan(s).

VI. Training

GovHR will train the appropriate Village representatives on the use of the system so that the Village can insert new positions into the plan and keep it up to date for years to come. Additionally, GovHR will provide support services at no additional cost to the Village for one (1) year from the date of an executed contract. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

VII. Updates to Job Descriptions

GovHR will advise the Village on necessary job description updates to ensure that the descriptions are compliant with all applicable State and Federal laws, and will provide the Village with a job description template to achieve uniformity. Alternatively, GovHR will update the job descriptions for an additional fee. See Cost Proposal/Optional Services.

PROPOSED WORK SCHEDULE

GovHR is available to start this project within four to six weeks of acceptance of the proposal. A project of this size would normally take approximately 120 days. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report.

The following is a detailed breakdown of the proposed work schedule:

- Week 1: Meet with Village Representative to discuss Study methodology and expectations.
- Week 2: Prepare and salary and benefits surveys to comparable communities.
- Week 3: Conduct employee meetings; hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary and benefits surveys.
- Week 7: Reading of JAQs and job descriptions.
- Week 8: Conduct employee interviews.
- Week 9 to 11: Analyze data; prepare new classification and compensation plans; send draft findings to Oak Park.
- Week 12: Receive return comments from the Village.
- Week 13: Meet with key Village representatives to review preliminary findings.
- Week 14: Prepare Draft Report and send to Oak Park; receive return comments.
- Week 15: Prepare Final Report.
- Week 16: Present Final Report to Senior Management and the Village Board of Trustees.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

COST PROPOSAL

We have proposed that the entire Study be conducted virtually; however, if the Village requests any in-person meetings, GovHR will provide the Village with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be \$36,600 and will agree to complete the study for this **fixed fee of \$36,600** plus Optional Services – see below. Payment will be due as follows: 40% of the professional fees (\$14,640) will be due after the initial project meeting, 40% (\$14,640) will be due following delivery of the preliminary findings, and the balance of fees (\$7,320) will be billed after the Study is completed. Invoices will be sent to the Village and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue. The job descriptions are done after the rest of the Study is complete and are billed separately.

<u>Study Phase Breakdown</u>	<u>Hour Breakdown</u>	<u>Cost</u>
I. Meetings, Salary and Benefits Survey, Job Analysis		
Study preparation and project meeting (via video/conference call)	2 hours	\$300
Establishing comparables	10 hours	\$1,500
Employee kickoff meetings (via Zoom or video presentation)	4 hours	\$600
Prepare and send out salary and benefits surveys	20 hours	\$3,000
Job evaluation analysis and establishment of job classification system		
Reading of up to 100 JAQs/up to 86 JDs	16 hours	\$2,400
Employee interviews (via Zoom)	60 hours	\$9,000
Analyzing data and establishing classes	16 hours	\$2,400
Assigning of skill levels	12 hours	\$1,800
Review and evaluation of preliminary analysis with Village representatives (via email and conference calls)	12 hours	\$1,800
FLSA review and recommendations	6 hours	\$900
II. Salary and Benefits Survey Analysis		
Analyzing salary survey data	24 hours	\$3,600
Establishing new salary schedules	12 hours	\$1,800
Analyzing benefits data	16 hours	\$2,400
III. Meetings with Village representatives to Review Salary and Benefits Data and Job Classifications (via video and conference calls)		
	10 hours	\$1,500
IV. Draft and Final Report Preparation		
Writing draft report	16 hours	\$2,400
Final report	8 hours	\$1,200
V. Presentation of Findings		
	2 hours	\$300
VI. Training on Use of System		
	4 hours	\$600
PROJECT HOUR AND COST TOTAL	244 Hours	\$36,600

NOTE: If Oak Park accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/COST:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If the Village chooses to have the Consultants make any on-site visits, there would be additional costs for the Consultant’s time and expenses.

Job Descriptions – Updates to existing job descriptions are \$200 each; new job descriptions are \$300 each.

Additional Services – any additional services not covered in this Proposal and requested by the City will be billed at the rate of \$150 an hour plus expenses, including assistance with employee appeals.

This quote is good for a period of three months, after which prices may increase.

REFERENCES**City of Saint Charles, Illinois**

Classification and Compensation Study (2022) – 80 positions

Contact: Jennifer McMahon, Director of Human Resources

630.377.4470

jmcmahon@stcharlesil.gov

Village of Glenview, Illinois

Classification and Compensation Study (2019) – 55 positions

Contact: Sarah Schillerstrom, Assistant Village Manager

sschillerstrom@glenview.il.us

Town of Dedham, Massachusetts

Classification and Compensation Study, including Benefits (2021/22) – 90 positions

Contact: Gayle McCracken, Director of Human Resources

781-751-9142

Gmccracken@dedham-ma.gov

Town of Milford, Massachusetts

Classification and Compensation Study (2021/22) – 70 positions

Contact: Kristin Melpignano, HR Director

774-462-3308

KMelpignano@Milfordma.gov

Town of Falmouth, Massachusetts

Classification and Compensation Study (2020/21) – 83 positions

Contact: Peter Johnson-Staub, Acting Town Manager

508-495-7320

Peter.johnson-staub@falmouthmass.us

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled to conduct the proposed study for the Village of Oak Park is of the highest caliber and qualifications. We have included the firm's Certificate of Good Standing in the State of Illinois. GovHR has never been involved in any litigation or any other dispute related to the services it provides.

GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the Village on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen’s exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women’s Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL
 - Director of Administrative Services 2009-2011
 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

[Click here to view full biography at GovHRusa.com](http://www.govhrusa.com)





RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master’s Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel’s tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article “Women Leading Government” co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article “Advancing Women in Local Government: The Case in Illinois” co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- City Manager, Princeton, IL 2015 - 2019
- Management Analyst, Village of Schaumburg, IL 2012 - 2015
- Management Analyst/HR Manager, Village of Montgomery, IL 2009 - 2012





JOAN WALKO



Joan Walko is a Senior Vice President with GovHR USA focusing on recruitment and human resources consulting. She most recently served as Director of Interim Services and Consulting with Strategic Government Resources.

Prior to SGR, Joan was the Senior Human Resources Business Partner for the City of Largo, FL. She also has experience in human resources with school systems, utilities, and in the private sector. Joan is based in Safety Harbor, Florida.

Joan has broad experience in administration, operational, and financial aspects of municipal government and all disciplines of human resources including talent acquisition and retention, executive recruitment, on-boarding, ERP (implementation, setup and maintenance), employee relations, compensation and classification, performance management/improvement, risk management, coaching, and benefits and wellness programs.

Joan holds a bachelor of science in Mass Communications and a master’s degree in Human Resources Development. A lifelong learner, she has advanced certifications from both HRCI (SPHR) and SHRM (SHRM-SCP) and obtained her 620 Adjuster – All Lines License. She recently completed a Diversity, Equity, and Inclusion in the Workplace Certificate from USF Muma College of Business.

PROFESSIONAL EDUCATION

- Master of Science in Human Resources Development, Towson University
- Bachelor of Science in Mass Communication/Media, Towson University

TRAINING AND INSTRUCTION

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster – All Lines License

MEMBERSHIPS AND AFFILIATIONS

- Suncoast Human Resources – Member
- Director, College Relations
- Howard County Human Resource Association Member
- Safety Harbor Citizen’s Academy
- Largo Citizen’s Academy
- First Evangelical Lutheran Church– HR Committee Member
- St. Johns Lane Community Association- Special Events Member
- Baltimore Buzz Brigade -Social Media Volunteer
- Certified Tourism Ambassador™ (CTA) Program

PROFESSIONAL BACKGROUND

- Senior HR Business Partner, City of Largo, FL 2014 - 2021
- Compensation & Staffing Generalist, Howard County Public School System 2005 - 2014
- Sr. Compensation & Benefits Consultant, Digex Inc. 2001-2002
- Principal, Harbor Consulting Partners 1995- 2001
- Manager, Compensation , University of Maryland 1992-1995
- Compensation Specialist, John Hopkins Health System 1990-1992





RODNEY L. CRAIN



Rodney Crain is an experienced human resources leader with a career that spans 40 years in both public and private sector organizations.

As a Vice President with GovHR USA, he provides executive search and general management consulting for clients. He is a collaborative leader who is able to build and maintain high performance organizations and who has demonstrated skill in the areas of executive/leadership coaching, talent acquisition, succession planning and compensation. During his career, he has worked for Fortune 100 and 200 companies where he was able to learn and implement innovative strategies for increasing employee engagement and helping businesses achieve their mission and vision. Among his results were the development of staffing models that aligned with short and long-term goals, succession planning tools that assessed talent at all management levels and utilizing change management techniques to increase success of on-going organizational changes – especially as related to mergers, acquisitions and jobs/job family designs.

Mr. Crain was able to transition to the public sector where he used those skills to re-brand the hiring process for the City of Austin into the Acquiring Talent Lifecycle. He and his team not only provided oversight and governance for the staffing and talent solutions for the City's 40 departments, but also managed over 30 executive recruitments annually. On several occasions, he represented the City on television broadcasts and radio spots to help promote the City's brand. Over the course of his tenure, he was also able to drive several strategic objectives, such as leading the effort to assist formerly incarcerated applicants in securing employment through delaying criminal background checks, hosting five job fairs annually at locations throughout the City to ensure access by all demographic groups, and using data analytics to target opportunities to increase the talent pool of women and minorities for City jobs.

His consulting philosophy can be summed up this way: His primary purpose is to assist in building organizational capability. This capability is necessary to sustain growth in any business, and effectively assessing talent is a key factor in that process. Therefore, he continually strives to earn the right to be a trusted advisor, so that he can be a partner in attracting and retaining the diverse talent best suited for long-term success in an organization's environment.

PROFESSIONAL EDUCATION, TRAINING & INSTRUCTION

- Master of Business Administration degree in Human Resources and Operations Management, Consortium for Graduate Study in Management Fellow, Washington University in St. Louis
- Bachelor of Science degree in Secondary Education, magna cum laude, University of Central Missouri, Warrensburg
- SHRM-Senior Certified Professional, Society of Human Resource Management
- HRCI – Senior Professional in Human Resources, Human Resources Certification Institute
- California Community College Instructor, Board of Governors of the CA Community Colleges

MEMBERSHIPS AND AFFILIATIONS

- Austin Human Resource Management Association
- National Forum for Black Public Administrators
- IPMA-HR Texas
- Society of Human Resource Management

AWARDS

- Travis County Sheriff's Office Vision Award
- TMHRA, Innovation in Municipal Human Resources Management
- City of Austin Distinguished Service Award

PROFESSIONAL BACKGROUND

Over 35 Years of Human Resource Experience

- Talent Acquisition Manager, City of Austin (2014-2022)
- Talent Council Member, Greater Austin Chamber of Commerce (2016-2022)
- Citizen's Review Panel Member, Office of Police Oversight, City of Austin (2009-2012)
- Human Resources Director, ManpowerGroup (2009-2013)
- Human Resources Manager, ManpowerGroup (2003-2008)
- Human Resources Functional Manager, Hewlett-Packard Company (1995-2001)





KATY YEE



Katy brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention and training and staff development.

The cornerstone of Katy's career is with DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health, as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included: redesigning client intake processes, supporting the implementation of an electronic medical record and ensuring compliance with ACA requirements.

Most recently, she worked with Elgin Community College and the Forest Preserve District of Kane County. Both of these opportunities highlight Katy's ability to engage and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner", she truly enjoys working on solutions that help to support the operational needs of the organization.

PROFESSIONAL EDUCATION

- Bachelor of Arts degree in Urban Studies from Elmhurst College
- Certificate in Marketing Analytics from Udacity

MEMBERSHIPS AND AFFILIATIONS

- Society for Human Resources (SHRM)
- Illinois Park and Recreation Association (IPRA)

PROFESSIONAL TRAINING

- SHRM-CP certified through the Society for Human Resources
- Certified Time Management Trainer
- Advanced Project Management

PROFESSIONAL BACKGROUND

Over 29 Years of Local Government Experience

- Forest Preserve District of Kane County, Geneva, IL
Director of Human Resources
- Elgin Community College, Elgin, IL
Director of Compensation and Talent Acquisition
- DuPage County Health Department, Wheaton, IL
Director of Organizational Development
Human Resources Manager
- DuPage County Government
Interim Director of Human Resources
Human Resources Manager
Human Resources Supervisor
Human Resources Generalist and Recruitment Specialist





ALICE BIESZCZAT



Alice Bieszcza is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszcza has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children’s Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszcza also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children’s Hospital of Chicago, Ms. Bieszcza led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszcza began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master’s in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children’s Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | | |
|---|-------|----------------|
| • GovHR USA/Voorhees Associates | 2008; | 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | | 2009 – 2012 |
| • Lurie Children’s Hospital of Chicago | | 2005 – 2008 |
| • American Diabetes Association | | 2004 – 2005 |
| • Accelerated Fundraising Solutions | | 2000 – 2003 |
| • Sprint Cellular/Alltel | | 1996 – 2000 |





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor’s in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master’s in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master’s degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

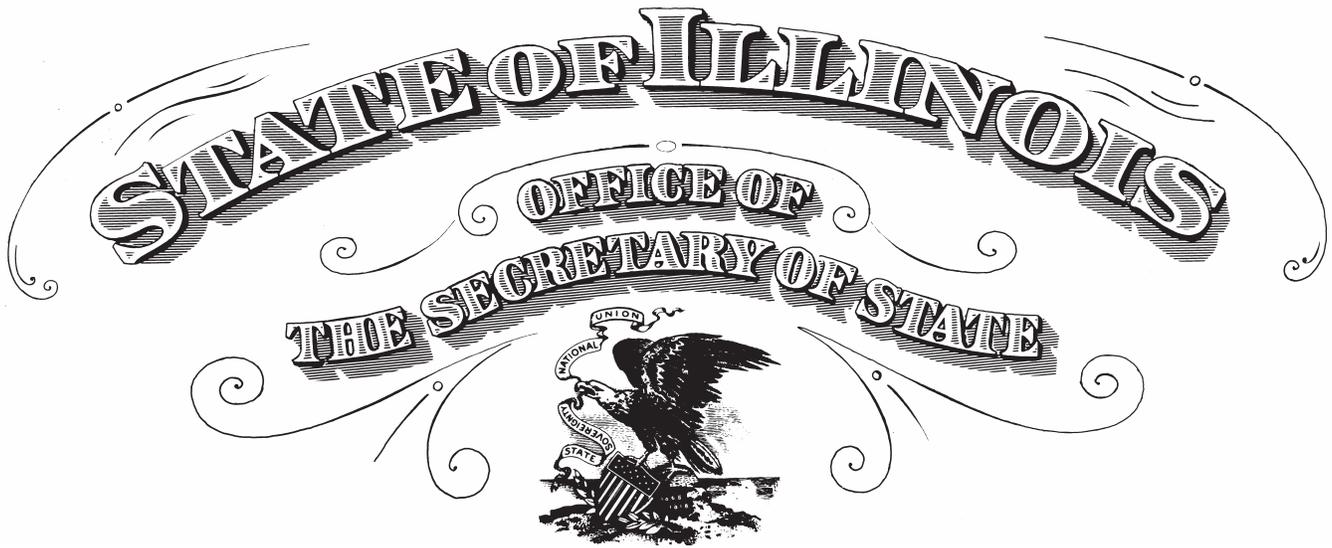
- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager’s Office Intern, City of Evanston, IL 2003-2004
- Manager’s Office Intern, City of Springfield, OH 2000-2003

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)





To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulas, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

GOVHR USA, LLC, HAVING ORGANIZED IN THE STATE OF ILLINOIS ON JULY 10, 2009, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE LIMITED LIABILITY COMPANY ACT OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A DOMESTIC LIMITED LIABILITY COMPANY IN THE STATE OF ILLINOIS.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 2ND day of MARCH A.D. 2023 .





Ms Heidi Voorhees
GovHRUSA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062

Dear Heidi Voorhees:

Re: Women Business Enterprise (WBE)
Certification Term Expires: July 25, 2023

Congratulations! After reviewing the information that you supplied, we are pleased to inform you that your firm has been granted certification under the Business Enterprise Program (BEP) for Minority, Females, and Persons with Disabilities.

This certification is in effect with the State of Illinois until the date specified above.

At least 15 days prior to the anniversary date of your certification, you will be notified by BEP through email to update your certification as a condition of continued certification. It is your responsibility to ensure that the contact email address listed in the system is accurate and up to date and that the email account is checked regularly so that you do not miss any important notifications. In addition, should any changes occur in ownership and/or control of the business or other changes affecting the firm's operations, you are required to notify BEP within two weeks. Failure to notify our office of changes will result in decertification of your firm.

Your firm's name will appear in the State's Directory as a certified vendor with the Business Enterprise Program in the specialty area(s) of:

NIGP 91838: EDUCATION AND TRAINING CONSULTING
NIGP 91875: MANAGEMENT CONSULTING
NIGP 95258: HUMAN RESOURCES DEVELOPMENT SERVICES
NIGP 96130: EMPLOYMENT AGENCY AND SEARCH FIRM SERVICE, INCLUDING BACKGROUND INVESTIGATIONS AND
DRUG TESTING FOR EMPLOYMENT

Your firm will only show up in the database of BEP-certified vendors under the NIGP codes listed above, so PLEASE REVIEW THE LIST CAREFULLY TO ENSURE THAT ALL RELEVANT NIGP CODES ARE INCLUDED.

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on www.opportunities.illinois.gov and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with Procurement Bulletins.

Thank you for your participation in the Business Enterprise Program. We welcome your participation and wish you continued success.

Sincerely,

A handwritten signature in black ink, appearing to be 'Carlos Gutiérrez', written in a cursive style.

Carlos Gutiérrez
Certification Manager
Business Enterprise Program

This message was sent to: info@govhrusa.com

Sent on: 7/25/2022 11:39:02 AM

System ReferenceID: 165689224



Oak Park

Attachment I. Cost Proposal Form

The undersigned proposes to furnish, Village of Oak Park Human Resources Department, 123 Madison St., Oak Park, IL 60302 and,

Vendor shall state as part of their bid, costs associated with

Classification and Compensation Study - \$36,600
See attached detail.

Proposal Signature: Judith Th. Schmittgens

State of Illinois), County of Lake)

Judith Schmittgens, being first duly sworn on oath deposes and says that the Contractor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Contractor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Contractor authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

GovHR USA
Organization Name
(Seal - If Corporation)

By: Judith Th. Schmittgens Dated: March 10, 2023
Authorized Signature

630 Dundee Rd., #225, Northbrook, IL 60062
Address

847-380-3240
Telephone

jschmittgens@govhrusa.com
E-mail

Subscribed to and sworn before me this 10 day of March, 2023.

Julie Michele Snyder
Notary Public





Attachment II. Compliance Affidavit

I, Judith Schmittgens being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) Corporate Secretary of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. Neither the Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Oak Park to recover all amounts paid to the Firm under the contract in a civil action.
7. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference.
8. All statements made in this Affidavit are true and correct.

Signature: *Judith Th. Schmittgens*

Printed Name: Judith Schmittgens

Name of Business: GovHR USA

Your Title: Corporate Secretary

Business Address: 630 Dundee Rd.

(Unit Number, Suite #) 225 (City, State & Zip):
Northbrook, IL 60062

Telephone: 847-380-3240 Fax: 866-401-3100 Web Address: www.govhrusa.com

Subscribed to and sworn before me this 10 day of March, 2023.

Notary Public

Julie Michele Snyder



¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.



Attachment III. M/W/DBE Statute and EEO Report

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. For assistance in completing this form, contact the Department of Human Resources at 708-358-5650.

1. Consultant Name: GovHR USA

2. Check here if your firm is:
 - Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
 - Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
 - Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
 - None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?
21 Number of full-time employees
8 Number of part-time employees

4. Similar information will be requested of all sub-consultants working on this agreement. Forms will be furnished to the lowest responsible Consultant with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: *Judith M. Schmitzer*

Date: March 10, 2023

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. An incomplete form will disqualify your Proposal. For assistance in completing this form, contact the Human Resources Department at 708-358-5650.

An EEO-1 Report may be submitted in lieu of this report _____

Consultant Name Mysi Hall, HR Manager
 Total Employees 34

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	11	1	10									0
Professionals	12	3	9					1				1
Technicians												
Sales Workers												
Office & Clerical	11	0	11						1			1
Semi-Skilled												
Laborers												
Service Workers												
TOTAL	34	4	30					1	1			2
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will disqualify you from consideration.

Judith Schmittgens, being first duly sworn, deposes and says that ~~No~~ she is the Corporate Secretary
(Name of Person Making Affidavit) (Title or Officer)

of GovHR USA and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this 10th day of March, 2023.

Julie Michele Snyder (Signature) 3-10-2023 (Date)

