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www.bukaty.com

September 26, 2019

Delivered via email:
Richard Appelhanz
rappelhanz@topekametro.org

Dear Richard,

Please find the proposal for the requested Human Resource services as outlined in your RFB. I am confident that Bukaty Companies can provide quality HR services that will help enhance your organization's success.

Please contact me with any questions you might have after reviewing this proposal. You can reach me directly at 913.333.3397 or via email at rwoehl@bukaty.com

We look forward to the prospect of working with you.

Sincerely,

A handwritten signature in black ink that reads "Randy Woehl". The signature is written in a cursive style and is positioned above the printed name.

Randy Woehl, SHRM-SCP, SPHR, MPA
Director of Human Resource Consulting and Training Services
Bukaty Companies

BUKATY COMPANIES TEAM



Randy Woehl | *Director* | rwoehl@bukaty.com

Randy joined Bukaty Companies in January 2018 with 20-plus years of Human Resource Management experience in Fortune 500 and 100 companies. He has developed and facilitated numerous Management and Leadership training courses, designed Human Resource departments, designed and implemented benefits, salary and performance management programs, compliance programs and full-cycle recruiting. He has a high level of expertise in the areas of employee relations, management training compliance and performance management.

He holds a Bachelor's Degree in Psychology and a Master's Degree in Administration and is certified as an SPHR (Senior Professional Human Resource Manager) and SHRM-SCP (Society for Human Resource Management—Senior Certified Professional). He currently serves on the Board of Directors for the Kansas City Chapter of SHRM. He is a tenured adjunct Graduate and Undergraduate college instructor at Avila University, University of St. Mary (MBA program) and Webster University; designing and teaching courses in Human Resource Management, Strategic HR, Leadership, Business Management, Team Dynamics and Employee and Labor Relations.



Christina Glapa | *HR Consulting Specialist* | cglapa@bukaty.com

Christina joined Bukaty Companies in 2019 with 7 years of Human Resources experience. She started out her career assisting Chief Level Executives of a \$3 billion corporation, which solidified her passion for assisting others to become more efficient. Ultimately, that experience led her to HR. Her background consists of employee relations, new associate set-up, training, orientation, full-cycle recruiting, compliance and analyzing hiring data. As an HR Consulting Specialist for Bukaty Companies, Christina is looking forward to building long-lasting, beneficial relationships with her clients. Her favorite part of consulting is making a difference, no matter how big or small. She received a

Bachelor's Degree in Communication Studies from the University of Kansas. Christina resides in Lenexa with her husband, Trey, and three children. She enjoys spending time with her family, getting outdoors and vacationing.

Projects assigned by the HR Director or General Manager may include, but are not necessarily limited to:

☒ Wage/salary ranges and allocation

Scope of Work:

This project involves gathering market data on each position within the organization using 5 or more objective sources of salary data. In this situation, we would gather and analyze salary data from 3-5 Transit Authority agencies from comparable sized cities in Kansas, Missouri, Nebraska and Oklahoma. Once the data is gathered and analyzed, we would determine the average minimum, median and maximum for each position. For positions that could not be benchmarked, we conduct a job analysis to determine internal equity and slot those positions into the pay grades based on the analysis.

If you have a current pay structure/grading program; we would use it as a map for developing the new structure.

In addition to developing pay grades and ranges, we would develop a written pay policy or make recommendations to enhance your current policy if it exists.

☒ Performance appraisal systems, tools and processes

Scope of Work:

This project would involve reviewing and analyzing your current process to determine legal compliance as well as functionality. When developing an appraisal system, we would meet with your managers and executive level staff to determine how often the appraisal would be done, whether employees performed self-appraisals and determine the mix of subjective v objective goals for each employee.

When developing subjective measurements, we would clearly define the rating levels of observable behavior for each goal. For example, Teamwork: The employee's ability to work well with others both within and outside their department. A top rating would be: Employee consistently assists co-workers by answering their questions, teaching them how to perform a function of a job that the co-worker is not competent at.

Objective goals would be developed by measuring what matters most. In other words, how would you define success for that employee's position? For example: Employee completes tasks on a timely basis. The Top performance measurement may be: 95-100% tasks are completed within the allotted time frame; the next level may be: 85-94% tasks are completed within the allotted time.

After developing this process; we would develop and/or recommend an online tool to execute your performance evaluation program.

☒ Customized employee training

Scope of Work:

We have the ability and expertise to provide soft skills training for employees, managers and executives. Our trainer, Randy Woehl, has been an adjunct graduate and undergraduate college instructor for more than 10 years; developing and teaching courses on Human Resources, Management principles, team dynamics, and Leadership.

In addition to his academic background, he has developed and taught dozens of management and employee training courses such as Conflict Resolution, employee performance, goal setting, effective communication, team building dynamics, succession planning and many more. Randy recently became certified to teach material from John Maxwell, one of most well-known experts in leadership in the world. All these courses focus on different aspects of Leadership development.

Additionally, we can deliver any type of compliance training such as anti-harassment, bullying, Diversity and inclusion, FMLA, Ethics and many more.

Our department can develop and deliver any customized course for any level of employee. We also have a customized Needs Assessment that is used to determine your employee's training needs. We don't believe in training just to train. All our training is targeted based on the organization's needs.

☑ Policy development and revision

Scope of Work:

Our department's consultants have a combined 30 years' experience in human resources and have developed and/or revised nearly every HR policy and procedure any organization has. We have developed maternity and paternity leave, vacation policies, dress code, social media, harassment, bullying in the workplace, disciplinary policies and much more. We write and/or review 100 handbooks on an annual basis.

☑ Create new or update existing job descriptions

Scope of Work:

We have extensive experience developing and/or updating job descriptions using an attorney reviewed template. Additionally, we have the tools and experience to conduct a job analysis for new and existing positions as needed. This tool ensures the job descriptions are compliant with the law and contain everything needed for an employee and their manager to understand their role.

☑ Ongoing management training and coaching

Scope of Work:

See above section under "employee Training".

☑ Assist with the hiring process for executive positions

Scope of Work

We have an in-house contract recruiter with 25 years recruiting experience who has recruited for any size or type of organization. Her ability to source and screen candidates is supported by a turnover rate less than 2% of employees she has recommended for hire. We also can provide behavioral screening assessments as needed to better qualify candidates. Both of our consultants also have 10 plus year's recruiting experience.

PRICE QUOTE

Please provide a list of employee types/positions that would be involved in HR consulting services under this contract, with a per-hour rate for each type of employee. Two types of price quotes are acceptable: (1) quote a set price for each year of the contract; or, (2) quote a set price for Year 1 and a maximum percentage increase for Years 2-5.

Type of employee/position	Year 1	Year 2	Year 3	Year 4	Year 5
_Randy Woehl_____	\$115/hr.	2%	2%	2%	2%
_Christina Glapa_____	\$115/hr.	2%	2%	2%	2%

REFERENCES

Similar Projects Bukaty has completed for Counties/ Municipalities

- Community Mental Health Fund of Jackson County:
Bruce Eddy - 1627 Main Ste. 500 Kansas City, MO; 816-842-7055
 - HR Assessment and Summary Report
- City of Peculiar:
Trudy Prickett - 250 S. Main Street Peculiar, MO 64079; 816-779-2237
 - Completion of a new handbook with company policies ensuring consistency with state and federal laws
 - Conducted a compensation study to design a pay policy and pay grading system
 - Harassment and Violence Training
- City of Lansing:
Sarah Bodensteiner - 800 First Terrace Lansing, KS 66043; 913-727-3036
 - Completion of a new handbook with company policies ensuring consistency with state and federal laws
- Community Health Council of Wyandotte County:
Donna Young - 803 Armstrong Ave. Ste. A Kansas City, KS 66102; 913-371-9298
 - Completion of a new handbook with company policies ensuring consistency with state and federal laws

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Christina Glapa	\$ 110/hr	2%	2%	2%	2%

SUSPENSION / DEBARMENT CERTIFICATION

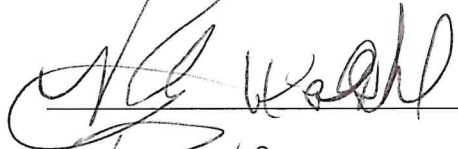
In regard to 2 CFR Parts 180 and 1200

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government's suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

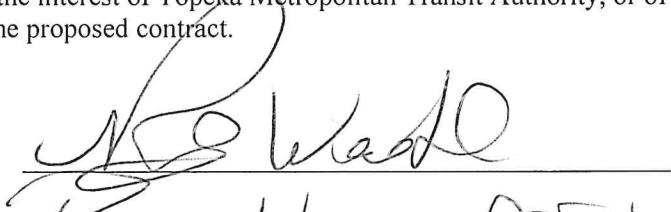
Signature: 
Name and Title: Randy WOEHL, Director
Company Name: Dutaty Companies
Date: 9-26-19

NON-COLLUSION CERTIFICATION

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature:



Name and Title:

Kandy Woenz, Director

Company Name:

Berkaty Companies

Date:

9-26-19

DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.

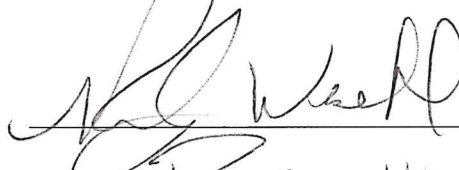
The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature: _____



Name and Title: _____

RANDY NOEHL, Director

Company Name: _____

Bukaty Companies

Date: _____

9-26-19