



Evelyn Minor-Lawrence
Director

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICES BUILDING
2051 Kaen Road | Oregon City, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Contract Amendment #1 with Trupp HR, Inc. for Equal Pay Analysis

Purpose/Outcomes	Trupp HR, Inc. will perform additional work to identify minimum qualifications for education and experience for each of the County's employee classifications for purposes of ensuring compliance with the Oregon Equal Pay Act.
Dollar Amount and Fiscal Impact	\$63,550.00 additional for a total contract value not to exceed \$173,600.00
Funding Source	Human Resources Department budget – General funded
Duration	Expiration date extended through September 30, 2020
Previous Board Action	None.
Strategic Plan Alignment	Build public trust through good government.
Contact Person	Heather Pedersen, Human Resources, 503-742-5484
Counsel Review	April 15, 2020
Contract No.	2677

BACKGROUND:

The Department of Human Resources originally contracted with Trupp HR, Inc. in November, 2018 to conduct an equal pay analysis guided by federal and state law including the Oregon Equal Pay Act of 2017.

The original work plan included a review of existing classification specifications, position descriptions, compensation structures, and pay policies and procedures to determine internal equity and work of comparable character. In order to identify work of comparable character, the project plan included the following phases:

- Develop, administer, collect, and analyze pay equity questionnaires from all County employees.
- Gather and analyze any other necessary information such as staff demographics, bona fide factors that may contribute to pay differentials and/or job application materials to assess any wage disparities among employees who perform work of comparable character to assist the agency in assessing compliance with Federal and/or State Pay Equity laws.
- Conduct an equal-pay analysis of both compensation structures and individual compensation to identify whether any wage disparities exist among employees performing work of comparable character.
- Recommend modifications (if any) to compensation structure, systems, policies and/or individual compensation to eliminate any and all unlawful wage disparities identified by the study as guided by federal and State law.

- Advise Clackamas County HR staff on methodology used to conduct equal-pay analysis.
- Provide copies of the final detailed comprehensive report with executive summary and presentation materials to County Counsel.
- Provide written documentation of assessment methodology and equal-pay analysis and tools necessary to support Clackamas County HR staff for on-going maintenance and administration of the classification and compensation structures and future Equal Pay Analyses.

During the course of the project, it was determined that identifying minimum qualifications for education and experience for each of the County's classifications was an additional step needed in order to complete the full scope of the original project. To complete this work, Trüpp HR, Inc. will gather market data and review the classification families and structure in order to apply minimum qualifications in a manner that aligns with business needs, industry standards, and hiring practices.

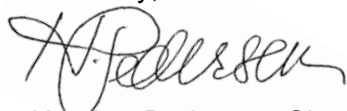
In light of the work completed to date and additional needs not originally contemplated in the original scope of work, the amendment incorporates the following:

- A. Extends term of entire contract through September 30, 2020;
- B. Increases scope of work to include "Proposal for Addition of Classification Minimum Qualifications" component (attached), which is an unanticipated consequence of the initial project scope; and,
- C. Increases total contract value to account for unanticipated time/costs in the employee questionnaire phase plus the additional scope of work.

RECOMMENDATION:

Staff recommends the Board approve the attached contract amendment for Trüpp HR, Inc.

Sincerely,



Heather Pedersen, Classification & Compensation Manager
Department of Human Resources

Placed on the _____ agenda by Procurement.

**AMENDMENT #1
TO THE CONTRACT DOCUMENTS WITH TRUPP HR, INC. FOR EQUAL PAY ANALYSIS
(RFQ 2018-91)
Contract #2677**

This Amendment #1 is entered into between Trupp HR, Inc. (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents entered into between both parties on November 20, 2018 (“Contract”).

The Purpose of this Amendment #1 is to make the following changes to the Contract:

1. ARTICLE I, Section 1. **Effective Date and Duration** is hereby amended as follows:
The Contract expiration date is hereby changed from December 31, 2019 to **September 30, 2020**, for Contractor to complete the additional Scope of Work. County and Contractor acknowledge that work may have been performed after the termination date and desire to affirm and pay for such work pursuant to this Amendment.
2. ARTICLE I, Section 2. **Scope of Work** is hereby amended as follows:
Contractor will perform additional Work to identify minimum qualifications for education and experience for each of the County’s employee classifications for purposes of ensuring compliance with the Oregon Equal Pay Act. The additional Work is described in greater detail in the Scope of Work attached as **Exhibit F**, and hereby incorporated by reference.
3. ARTICLE I, Section 3. **Consideration** is hereby amended as follows:

ORIGINAL CONTRACT	\$ 110,050.00
<u>AMENDMENT #1</u>	<u>\$ 63,550.00</u>
TOTAL AMENDED CONTRACT	\$ 173,600.00

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #1, effective upon the date of the last signature below.

Trupp HR, Inc.

Clackamas County

Authorized Signature Date

Chair

Printed Name

Recording Secretary

Date

Approved as to Form

County Counsel Date

EXHIBIT F
ADDITIONAL SCOPE OF WORK