



Contract Renewal for FY 2026-2027  
Cleveland County, Oklahoma, Board of County Commissioners

Tramman Group will approach each function and within the scope as noted below:

1. Recruiting and staffing services- Services under this area include:
  - a. Vacant job workflow for managers
  - b. Job announcements online
  - c. Interview review (and assistance upon request)
  - d. Onboarding of new employees via paperless process
  - e. Onsite staff to assist in all HR services 20 hours per week.
2. Employee compensation services- Services under this area include:
  - a. Classification of each position into job families
  - b. Annual Review & Report to Commissioners on compensation with comparable benchmarking to other counties/cities
3. Employee and labor relations- Services under this area include:
  - a. Advising management on grievances
  - b. Advising management on progressive discipline, conflict resolution, and termination
  - c. Advising management on building culture
4. HR compliance services- Services under this area include:
  - a. Building out performance accountabilities for each position
  - b. Organizing the performance management process
  - c. Building processes around other compliance (like FMLA)
5. Organizational structure services- Services under this area include advisory services on organizational development.
6. Human resource information/law updates- Services under this area include:
  - a. Updates to management on upcoming human resources legislation, SHRM best practices, IRS changes, and other relevant updates
  - b. Updates to management and supervisors via a monthly newsletter on applicable human resources policies and best practices
7. Employee training and development services- Services in this area to include:
  - a. Self paced training for all employees on 8-10 administrative topics chosen by leadership (ADA, Sexual Harassment, Progressive Discipline, Ethics, FMLA, etc)
  - b. Quarterly in person one day training on leadership chosen administrative topic
  - c. Administrative recordkeeping of all trainings attended by employee

## **1. Proposed fees or billing rates**

Below are the monthly fees priced out by function under the assumptions listed in Section 2- Approach to Work. Additional hours or projects as a value added activity will be priced separately upon request. For budget purposes, we have assumed an average of 5 new employees per month and total employees of approximately 300 employees. If this is wildly different from actual data we will need to modify. We intend to build technology and workflow to enhance these processes.

1. Recruiting and staffing services- \$7,750/month
2. Employee compensation services- \$850/month
3. Employee and labor relations- \$5,000/month
4. HR compliance services- \$900/month
5. Organizational structure services- \$1,250/month
6. Human resource information/law updates- \$1,200/month
7. Employee training and development services- \$1,600/month

Total package \$18,550 monthly for an annual total of \$222,600.