

## WRITING SAMPLE: PROPOSAL (RESPONSE TO RFP)

### Schedule 70 Contract (GSA): Professional Compensation Plan for Smith Corporation, Inc.

#### 1.0 Introduction

In the IT industry, candidates for certain jobs have many good options for employment. In the Washington, D.C., area recruitment is especially competitive. It only follows that the compensation plans that Smith offers must be competitive, too. Additionally, our business philosophy demands that we develop, retain and high-quality professionals once we have successfully recruited them.

Smith's compensation plan consists of base salaries (or wages), bonuses, and fringe benefits. In developing this plan our management kept the following considerations foremost:

- We must always remain competitive in both the contracting and recruiting marketplaces.
- Highly skilled workers expect to be rewarded for strong performance; therefore, we must meet employee expectations and respect their concern for equity.
- It is essential that we demonstrate 100% compliance with federal and state law; government regulations and executive orders; and contract specifications, including audit procedures and requirements.

#### 2.0 Categories of Personnel

For efforts supporting its GSA Schedule 70 contract, Smith will provide personnel within the labor categories previously established under Special Item Number (SIN) 132-51, Information Technology (IT) Professional Services.

[Categories omitted.]

#### 3.0 Salary

##### 3.1 Salary Overview

After a carefully targeted recruitment process, Smith hires the most skilled professionals and then assigns them labor categories based on their qualifications. To determine the correct labor category and skill level, we evaluate each employee's experience, education and professional references.

Smith offers several avenues for advancement, with commensurate salary increases. Employees may advance to another labor category by assuming more responsibility or completing additional training and certifications. Additionally, we reward strong performance with salary increases, bonuses, or additional paid leave. Employees are rewarded for high productivity, demonstrated skills, and success with complex assignments.

### 3.2 Supporting Data

Smith uses data from several sources to determine appropriate pay scales for labor categories. In addition, we factor in client needs and constraints. Our sources include:

[omitted]

We recognize that salary requirements may vary on a regional and local basis. We monitor salary trends annually for key positions and ensure our salaries are competitive. Our management team regularly recommends consolidations or other adjustments to positions based on updates in the IT industry.

### 3.3 Policy on Uncompensated Overtime for Professional Employees

Note: The billing rates proposed in this document are based on a standard 40-hour work week and do not reflect any adjustments for uncompensated overtime.

Sometimes work over 40 hours is required on an *ad hoc*, scheduled, or client-requested basis. When project needs cannot be met during regular working hours, we may schedule employees to work additional hours. When possible, Smith will provide advance notification of mandatory overtime assignments.

If Smith's client has agreed to pay for employees' overtime efforts, we will compensate its professional staff<sup>1</sup> with overtime paid at a straight (base) rate. E.g., If an exempt employee works 42 hours in one week, the two additional hours will be compensated at the employee's regular pay rate times one.

### 3.4 Overtime Pay for Non-Professional Employees

When Smith's non-professional employees (those to whom the Fair Labor Standards Act's time-and-a-half requirement applies) are assigned to work more than 40 hours in one week or 8 hours in one day. State laws vary, but, generally, a non-professional employee will be paid her standard rate times one and one-half for the additional hours only.

Smith will provide overtime compensation in accordance with federal, state, and contract requirements. Overtime pay is based on actual hours worked, meaning that time off because of sick leave, vacation, or any other type of leave will not be considered hours worked for purposes of overtime. Employees must physically work over 40 hours in a given week to receive overtime pay.

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<sup>1</sup> For the purposes of this document a professional employee is one who is exempt from the time-and-a-half overtime requirements of the Fair Labor Standards Act.