

The Cory Group –Wheaton Park District

Work Scope: The Cory Group (TCG) will support the Wheaton Park District (WPD) with the bid /evaluation process for implementation of a Human Resource Management System (HRIS).

The process will consist of the following:

- Meet with WPD staff to understand the current environment and determine what the staff's needs are with respects to HR and the systems that support that function.
- TCG will update the RFP for the prospective vendors.
- TCG will interview potential vendors and determine qualified vendors.
- TCG will negotiate with vendors to ensure that they meet all of the WPD's needs and expectation.
- TCG will evaluate all vendor's proposals and provide WPD with recommendations for implementation.
- TCG will assist with the awarded vendor to implement HRIS.

Fee Structure: The project will be billed quarterly on an agreed timetable. The overall project will not exceed \$8000.

Submitted: The Cory Group

By: _____

Andrew C. Cory, President

6/20/16
Date Signed

Approved: Wheaton Park District

By: _____

Michael J. Benn

6/15/16
Date Signed