



MEMORANDUM

To: CMAP Board

From: Megan Fulara, HR Director

Date: April 29, 2025

Subject: Authorization to purchase compensation study services from Crowe, LLC under the TXShare Master Interlocal Purchasing Agreement in the amount of \$160,000 for a term of up to 12 months with a one-year renewal option

Action Requested: Approval

Purpose

CMAP is seeking authorization to execute a statement of work for the purchase of compensation study services with Crowe, LLC under the TXShare Master Interlocal Purchasing Agreement in the amount of \$160,000 for a term of up to 12 months with a one-year renewal option.

Background

CMAP aims to offer competitive compensation packages to recruit and retain skilled staff to carry out our mission as a metropolitan planning organization. Additionally, CMAP aims to ensure job descriptions accurately reflect the qualifications, responsibilities, and education commensurate with the work performed. CMAP last performed a compensation study in 2022.

CMAP has entered into a MASTER INTERLOCAL AGREEMENT (“ILA”) made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the “Act”), with the North Central Texas Council of Governments permitting CMAP to execute a statement of work against already competitively procured contracts. After requesting and reviewing bids from the selected and approved vendors through this purchasing cooperative, CMAP wishes to execute a statement of work against this existing contract with Crowe LLP for the purposes of conducting a classification and compensation study

Request

Approval to execute a statement of work for compensation study services with Crowe, LLC, with a not to exceed amount of \$160,000, for a term of 12 months, and a one-year renewal option. The contract was competitively bid and procured through TXshare.