

CW Analytics

255 Buckingham Ave
Syracuse, NY 13210
315-427-9177

Councilor Heather Waters, Town of Manlius
301 Brooklea Drive
Fayetteville, NY 13066

April 28, 2022

Dear Councilor Waters,

As noted in the scope of services provided by the Town, Korn Ferry identified in a 2019 study that many organizations find that up to 5% of their employees are eligible for an increase in pay. Moreover, a recent survey from Glass Door found that 67% of employees in the U.S. would not take a position in an organization where they believe a gender pay gap exists. Gender pay gaps are a social and legal issue, and directly impact the ability of organizations to compete for talent and develop capacity.

My experience with program evaluation and data analysis includes using modeling techniques, including multiple regression, to evaluate program efficacy, conduct research on equity and access, and predict outcomes.

In my public administration and academic work, I have frequently provided both technical quantitative analysis and a corresponding narrative of findings that leverage the results into a contextualized and practical form for policy makers. I understand and can meet the Town of Manlius' need to not only conduct an audit of pay equity, but also get the results in a clear, concise, and contextualized form that guides decision-making.

I. Project Understanding

The Town of Manlius seeks to take action to ensure pay equity among Town employees by taking the necessary step of conducting a pay equity audit.

The consultant will be provided with a "clean" dataset that will be the subject of a regression analysis that identifies unadjusted and adjusted pay gaps based on gender. The final research product will be an internally-facing document that summarizes research sources, methodologies, results, and provides a narrative context identifying statistical significance and the uses and limitations of the results for decisions on compensation for Town of Manlius employees.

II. Scope of Services and Compensation

The Town of Manlius will provide the consultant with a dataset in CSV (comma-separated values) format that is structured with rows for individual employees and columns with variables such as: base pay, full-time/part-time status, experience, length of service, education, training, gender, race, age, department, seniority level, and hire date.

The consultant will meet (call or virtual) with a project coordinator at the Town of Manlius for an initial scoping meeting to finalize the schedule for data intake, a mid-project status call, and a final meeting (call or virtual) to communicate the results and answer questions.

The role of the consultant will be to use the data provided by the Town of Manlius to identify and analyze non-adjusted and adjusted differences in mean pay for Town employees by gender. Adjusted differences in pay will be identified through a multivariate regression model that controls for variables provided in the dataset (e.g., full-time/part-time status, experience, length of service, education, training, gender, race, age, department, seniority level, and hire date.) The output of the regression model will identify potential differences in pay by gender, and other relationships between the independent variables and salary. The regression will allow for the effect of each variable on salary to be assessed in isolation from the others.

The final report will be provided in pdf form that includes a table of contents, executive summary, methodology, statistical outputs, findings, narratives, and an appendix that includes datasets and references.

Lump-sum fee for services.....\$2,250.00

III. Project schedule

Following a signed agreement for the consulting project, an initial project meeting will take place within seven days to finalize scope and communication for project needs and data review.

Two-weeks after the initial meeting a “clean data set” will be provided to the consultant.

A project management call will be held during the week of May 16 – May 20 to review project status and resolve questions.

Final deliverable of the report will take place on May 27, including a final project call.

IV. Additional services

The following items, not included in the above services can be provided on a personnel time-charge basis, but would only be performed upon receipt of your authorization:

- a. Data-cleaning and formatting - \$150/hr.
- b. Data-gathering and other related research \$150/hr.
- c. Qualitative research (e.g., interviews) \$150/hr.

V. Commencement of work

Upon receipt of the signed proposal, I, Corey Williams, will begin work on the project.

If this proposal is acceptable to you, please sign where indicated and return one copy to me via email. Thank you for your consideration of my services and I look forward to working with the Town of Manlius on this project.

Sincerely,

A handwritten signature in black ink, appearing to be 'C. Williams', written in a cursive style.

Corey Williams MPA, PhD

Enclosure: Corey Williams resume

Proposal accepted for the Town of Manlius

By: _____

Signature

Title

Date