



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE

*Department of Human Resources*

**MEMORANDUM**

TO: Carla A.B. Smith, CPPO, CPPB  
Director, Office of Procurement Services

FROM: Cheryl R. Woodhouse *CRW*  
Chief Human Resources Officer

**SUBJECT: Segal Sole Source Request**

DATE: November 14, 2023

**DOLLAR AMOUNT: Estimated at \$75,000**

During the 2022-2023 school year, the school division entered into an agreement with Segal, under a City of Virginia Beach Contract, to conduct a comprehensive market study of positions on the Unified Experience-based Step Pay Scale (unified pay scale) and a review of the Instructional Experience-based Step Pay Scale (instructional pay scale). This study yielded several significant outcomes, including the upgrading of various positions and the introduction of a new grade specifically for specialist-type positions associated with the instructional process. A pivotal achievement was the successful realignment of our pay scales to ensure uniform percentage increments between steps.

While the instructional pay scale was aligned with equal percentages between steps, it was decided that the completion of the unified pay scale would occur in phases. Segal has been intimately involved in numerous salary reviews conducted for our division and possesses direct insight into the upcoming stages of this process and its implementation. This upcoming phase is expected to end on or before June 30, 2024. Opening this endeavor to competition could place our division at a disadvantage (should it be awarded to another firm), given Segal's familiarity with our data, compensation scale design, and the school division. The result of awarding to another firm would likely be increased time to complete the project phase and potentially higher costs.

For the reasons noted above, it is the desire of Human Resources to have Segal declared the only practicable source from which to acquire the subject consulting services.

Upon approval, the Department of Human Resources will work with the Office of Procurement Services to solicit RFPs to establish multiple contracts that can be utilized for ongoing needs. Funding to address the department's partnership with compensation consultants will be allocated from our operating budget.

- Check here if this is software, web service, or digital content.
- I have verified the software is on the approved software list.

*Carla*  
Carla Smith (Nov 15, 2023 09:48 EST)

Carla A.B. Smith, CPPO, CPPB  
Director of Procurement

11/15/2023

Date