



AVERILE RYDER

GLOBAL REWARD SPECIALISTS

Established 1999

28 April 2017

Dear Client

SALARY SURVEY OFFER

Not only in South Africa, but globally, there is an increasing trend for governments to outsource community health and other services to the non-profit sector. Social enterprises will become more profitable in future and whilst they will be expected to make profits, they will also aim to achieve objectives similar to those of profit organisations. This hybrid model will be particularly attractive to a new generation of entrepreneurs and philanthropically minded investors.

Non-profit organisations are, therefore, also becoming more efficient and business like, with greater professionalism, governance, audit, monitoring and evaluation. Fierce competition between non-profit organisations is becoming the norm and will be on par with the profit sector, resulting in the non-profit sector having to attract, motivate and retain some of the best available human capital!

In order for ARGRS to provide consistent, reliable salary survey outputs and reports, reliable data input is required on an annual basis for the relevant Sectors or Clusters. For this reason, ARGRS is making available the following Salary Survey offer for the 2017, 2018, 2019 and 2020, four-year period.

In order to participate and agree to this four-year Salary Survey client offer, survey clients and ARGRS will be responsible for the deliverables and / or activities detailed in Table 1, below:

TABLE 1 – Survey Client and ARGRS’ Deliverables / Activities for the Four-Year Period from 2017 to 2020 inclusive

ARGRS Deliverables	Client Deliverables	2017 Deadline Dates	Benefits
	Advise ARGRS via email or telephonically that it wants to participate in the four-year "Salary Survey"	Friday, 26 May 2017	<ol style="list-style-type: none"> Discount in salary survey costs ranging from 15% to 55% for the 2018, 2019 and 2020 Salary Survey Analysis and Reports; ARGRS will review all client's job descriptions and grade ALL job categories using the Paterson System of Job Evaluation; ARGRS will benchmark and / or match the client's job categories to the Salary Survey Position Descriptions. If relevant and to ensure a minimum of a 70% position description match, ARGRS will draft additional or tweak existing Salary Survey Position Descriptions for the relevant Sector or Cluster; Clients will be assured of accurate, comparative organisation job matching and consistent, reliable data input
ARGRS to email to the client the Salary Survey Agreement , including its " Standard Terms and Conditions of Service " document, together with the ARGRS Tax Invoice for 2017		Monday, 29 May 2017	
	Sign and forward to ARGRS the Salary Survey Agreement , including the " Standard Terms and Conditions of Service " document and process payment of the ARGRS tax invoice.	Wednesday, 31 May 2017	

2017 to 2020, inclusive ARGRS Salary Survey Offer

ARGRS Deliverables	Client Deliverables	2017 Deadline Dates	Benefits
	Email copies of all updated job descriptions and current reporting structure or organogram to ARGRS	Friday, 9 June 2017	and reporting for a four-year period;
ARGRS to email Appendix 2, Salary Survey Questionnaire and Appendix 3, Compensation Levels for 2017 to client for completion by the client		Friday, 9 June 2017	<p>6. In addition, to receiving an e-copy of the "Salary Survey Analysis and Reports", for 2017, 2018, 2019, and 2020, the client will also receive the following analysis:</p> <p>7. "Client's Jobs and Current Employee Salaries vs. the market", for 2017, 2018, 2019 and 2020; (this will include annual basic and TCC ("total cost-to-company") salary packages; and an estimate of the costs to rectify any anomalies); and</p> <p>8. including a comparative Chart: "Client vs. the market".</p>
	<p>Client to complete Appendix 2, Salary Survey Questionnaire and Appendix 3, Compensation Levels for 2017 and email back to ARGRS and / or Complete and email an Excel spread sheet to ARGRS containing the following information:</p> <ul style="list-style-type: none"> • employee names; • job titles; • current job grades, if available; • normal working hours per week; • annual basic salaries, value of all other cash and non-cash benefits and allowances; and • the "cap" on any short-term performance incentive bonus earning opportunities. 	Friday, 16 June 2017	
ARGRS to grade all client job categories using the Paterson System of Job Evaluation and match the client's jobs to the Salary Survey Position Descriptions for 2017. ARGRS to ensure a minimum of a 70% match, or amend or draft a new benchmark position description.		Friday, 21 July 2017	
ARGRS to input all client questionnaire and compensation levels data and query any irregular data submitted by the client		15 August 2017	
ARGRS to complete the Salary Survey Analysis and Report		Friday, 15 September 2017	
ARGRS to forward an e-copy of the "Salary Survey Analysis and Report" for 2017 to the client in addition to the following analysis: "Client's Jobs and Current Employee Salaries vs. the market" for 2017 (this will include annual basic and TCC "total cost-to-company" salary packages and an estimate of the costs to rectify any anomalies); including A comparative chart: "Client vs. the market" .		Friday, 29 September 2017	

2017 to 2020, inclusive ARGRS Salary Survey Offer

The cost of all the above services, in addition to an e-copy of the Salary Analysis and Survey Report, will be in accordance with Table 2, set out below, for the four-year period, which includes the discounted prices for 2018, 2019 and 2020 years:

TABLE 2 – Cost of ARGRS’ Salary Survey Report and Deliverables in Table 1 above, for the four-year period

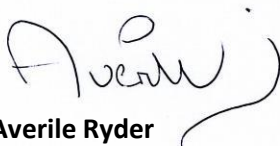
Price based on number of permanent, fixed term and part time employees budgeted by the client for the 2017, 2018, 2019 and 2020 financial years														
Year	1 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	61 - 70	71 - 80	81 - 90	91 - 100	101 - 125	126 -150	151 - 200	201+
2017 @ 100%	7 500	12 500	17 500	23 000	28 000	33 000	39 000	44 000	49 000	55 000	70 000	82 500	107 500	Price to be quoted upon request
2018 @ 85%	6 375	10 625	14 875	19 550	23 800	28 050	33 150	37 400	41 650	46 750	59 500	70 125	91 375	
2019 @ 70%	4 463	7 438	10 413	13 685	16 660	19 635	23 205	26 180	29 155	32 725	41 650	49 088	63 963	
2020 @ 55%	2 454	4 091	5 727	7 527	9 163	10 799	12 763	14 399	16 035	17 999	22 908	26 998	35 179	

The above prices all exclude VAT @ 14% and will be increased on 1 March each year by the CPI rate over the previous year.

Deadline for signing a contract and paying the above fee for the first year is 31 May 2017.

Please advise by return of email if you have any questions etc. and / or would like ARGRS to contact you?

Yours Sincerely,



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