



# GENERAL PRICE LIST

Recruitment, Talent Systems Buildouts, Bookkeeping & Payroll

## RECRUITMENT

Core Recruitment Services		
Tier 1: Part Time and Intern Level	<ul style="list-style-type: none"> <li>• Example titles include Paraprofessional, Intern, CNA, Aide, Dental Assistant</li> <li>• \$300 upon search engagement; \$1,825 upon initial resume delivery; \$1,825 contingent upon successful placement</li> <li>• Fee is per requisition</li> </ul>	\$3,950
Tier 2: Early to Mid-Level Professionals	<ul style="list-style-type: none"> <li>• Example titles include Teacher, Associate, Manager, Specialist, Associate Teacher, LPN, RN, Dental Hygienist, Administrative Associate</li> <li>• \$300 upon search engagement; \$3,875 upon initial resume delivery; \$3,875 contingent upon successful placement</li> <li>• Fee is per requisition</li> </ul>	\$7,950
Tier 3: Administrative Positions	<ul style="list-style-type: none"> <li>• Example titles include Controller, Director, Dean, Vice Principal, Deputy Director, Associate Director, Team Lead</li> <li>• \$300 upon search engagement; \$4,825 upon initial resume delivery; \$4,825 contingent upon successful placement</li> </ul>	\$9,950
Tier 4: Executive and/or Principal Leadership Positions	<ul style="list-style-type: none"> <li>• Example Titles: City Administrator, Executive Director, Principal, Superintendent, COO, CFO, CEO, DNP, DDS, MD</li> <li>• \$300 upon search engagement; \$6,325 upon initial resume delivery; \$6,325 contingent upon successful placement</li> </ul>	\$12,950
Monthly Sourcing Campaigns	<ul style="list-style-type: none"> <li>• Charter Oak can also engage in Sourcing Campaigns against all of your vacancies within the same workgroup for \$7,500 per month (two month minimum).</li> </ul>	\$7,500
Additional Services		
Recruitment Quality Assurance	<ul style="list-style-type: none"> <li>• Automatic search re-engagement in the event the successful candidate leaves their position before 90 days post-start date. For sourcing campaigns, optional add-on to the listing fee: \$825 for Tier 1; \$1,950 for Tier 2; \$2,325 for Tier 3; \$3,075 for Tier 4.</li> </ul>	\$825 - \$3,075

## TALENT SYSTEMS BUILDOUTS

Core Talent Systems Buildouts		
Compensation Philosophy and Structure	<ul style="list-style-type: none"> <li>We'll help you articulate your organization's foundational beliefs and values on compensation;</li> <li>We'll help you articulate to employees how compensation is defined and how to engage with the compensation philosophy;</li> <li>We'll help you put those values into action by creating a customized and comprehensive salary scale for each level and position, both current and anticipated, within the organization; sorted by levels of experience, performance, geography, type of compensation;</li> <li>We'll conduct a competitive analysis to industry standards. Whether you decide to lead, lag, or match the market, a competitive analysis will provide vital intelligence on where you stack up against the market;</li> <li>We'll provide directions to your HR team on how to use the salary scales, including how to update the document for COLA.</li> </ul>	\$7,950
Promotion Artifacts Buildout	<ul style="list-style-type: none"> <li>A summary of your organization's values and beliefs on promotion;</li> <li>Standard operating procedures for promotion at your organization;</li> <li>A performance-based rubric, differentiated by leveling, that includes criteria for an employee performing below expectations, at expectations, and above expectations;</li> <li>A "Talent Practices Calendar" one-pager that outlines suggested annual calendar for Performance-based conversation at your organization;</li> </ul>	\$3,950
Artifacts for Matriculating Candidates	<ul style="list-style-type: none"> <li>A description of total rewards, both tangible and intangible, at your organization. This document could be customized to the individual total reward amounts for each matriculant;</li> <li>An Employee Value Proposition ("EVP") one-pager, outlining the ways your organization will add value to the matriculant;</li> <li>A Years of Experience ("YOE") and/or Leveling memo, to clarify and confirm for each matriculant where they enter at your organization.</li> </ul>	\$3,950
Recruitment Staffing Plan Buildout	<ul style="list-style-type: none"> <li>A buildout of a recruitment staffing plan for your organization, including both filled and open positions;</li> <li>Pivot data to make your recruitment insights actionable for future talent strategy;</li> <li>Instructions for your team on how to use and update the staffing plan.</li> </ul>	\$3,950
Referral Program Buildout	<ul style="list-style-type: none"> <li>Creation of infrastructure to enable your staff to refer employees to your organization;</li> <li>Suggestions on how to recruit referrals year-over-year;</li> <li>Tracking mechanisms to gauge your success with referral initiatives;</li> </ul>	\$4,950
Additional Services		
Additional Services	<ul style="list-style-type: none"> <li>Including, but not limited to: Applicant Tracking System rollout; Performance Improvement and Performance Management System Buildout; Interview Process Improvement; Reference Check Systems Buildout.</li> </ul>	Varies

## BOOKKEEPING SERVICES

Core Bookkeeping Services*		
Basic Bookkeeping	<ul style="list-style-type: none"> <li>• P&amp;L Reporting</li> <li>• Balance Sheet Reporting</li> <li>• Bank Account Reconciliation</li> <li>• Tax-Friendly Expense Classification</li> </ul>	\$299/mo
Bookkeeping + Tax Preparation	<ul style="list-style-type: none"> <li>• P&amp;L Reporting</li> <li>• Balance Sheet Reporting</li> <li>• Bank Account Reconciliation</li> <li>• W-2 and 1099 Preparation</li> <li>• Business Income Tax Returns</li> <li>• Sales Tax Filings</li> <li>• Annual Report Tax Filings</li> <li>• <i>Does not include Tax Advisory services</i></li> </ul>	\$499/mo
Additional Bookkeeping Services		
Additional Services	<ul style="list-style-type: none"> <li>• Including, but not limited to: Invoicing &amp; Collections, Accounting Systems Set Up, Receipt and Invoice Outsourcing, Tax Advisory Services</li> </ul>	Varies

\*We currently only offer cash-based bookkeeping. Unfortunately, we do not offer accrual-based bookkeeping at this time.

## PAYROLL SERVICES

Employee Count	Weekly per Payroll	Bi-Weekly per Payroll	Semi-Monthly per Payroll	Monthly Payroll	Quarterly Payroll
1-3	\$56	\$71	\$68	\$94	\$106
4-6	\$58	\$74	\$73	\$97	\$111
7-9	\$64	\$77	\$76	\$103	\$117
10-12	\$68	\$83	\$81	\$109	\$122
13-15	\$73	\$88	\$86	\$113	\$129
16-20	\$81	\$95	\$92	\$122	\$138
21-25	\$89	\$104	\$102	\$132	\$148
26-30	\$97	\$112	\$109	\$140	\$157
31-35	\$104	\$120	\$117	\$149	\$167
36-40	\$113	\$128	\$125	\$158	\$178
41-45	\$121	\$136	\$133	\$166	\$187
46-50	\$128	\$144	\$141	\$175	\$197
50+	QUOTE	QUOTE	QUOTE	QUOTE	QUOTE

**Optional Add-Ons:** W2 Annual Filing Fee (February 2025): \$55; W2 Per Employee (February 2025): \$4; BWC Annual True Up Reporting (August 2025): \$80