



GENERAL PRICE LIST

Recruitment, Talent Systems, Bookkeeping & Payroll

RECRUITMENT

Core Recruitment Services		
Tier 1: Part Time and Intern Level	<ul style="list-style-type: none"> • Example titles include Paraprofessional, Intern, CNA, Aide, Dental Assistant • \$300 upon search engagement; \$1,500 upon initial resume delivery; \$1,500 contingent upon successful placement • Fee is per requisition 	\$3,300
Tier 2: Early to Mid-Level Professionals	<ul style="list-style-type: none"> • Example titles include Teacher, Associate, Manager, Specialist, Associate Teacher, LPN, RN, Dental Hygienist, Administrative Associate • \$300 upon search engagement; \$3,750 upon initial resume delivery; \$3,750 contingent upon successful placement • Fee is per requisition 	\$7,800
Tier 3: Administrative Positions	<ul style="list-style-type: none"> • Example titles include Controller, Director, Dean, Vice Principal, Deputy Director, Associate Director, Team Lead • \$300 upon search engagement; \$4,500 upon initial resume delivery; \$4,500 contingent upon successful placement 	\$9,300
Tier 4: Executive and/or Principal Leadership Positions	<ul style="list-style-type: none"> • Example Titles: City Administrator, Executive Director, Principal, Superintendent, COO, CFO, CEO, DNP, DDS, MD • \$300 upon search engagement; \$6,000 upon initial resume delivery; \$6,000 contingent upon successful placement 	\$12,300
Monthly Sourcing Campaigns	<ul style="list-style-type: none"> • 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). 	\$7,500
Additional Services		
Recruitment Quality Assurance	<ul style="list-style-type: none"> • 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. 	\$825 - \$3,075

TALENT SYSTEMS

Core Talent Systems Services		
Compensation Philosophy and Structure	<ul style="list-style-type: none"> We'll help you articulate your organization's foundational beliefs and values on compensation; We'll help you articulate to employees how compensation is defined and how to engage with the compensation philosophy; 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; 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; We'll provide directions to your HR team on how to use the salary scales, including how to update the document for COLA. 	\$5,000
Promotion Artifacts Buildout	<ul style="list-style-type: none"> A summary of your organization's values and beliefs on promotion; Standard operating procedures for promotion at your organization; A performance-based rubric, differentiated by leveling, that includes criteria for an employee performing below expectations, at expectations, and above expectations; A "Talent Practices Calendar" one-pager that outlines suggested annual calendar for Performance-based conversation at your organization; 	\$3,750
Artifacts for Matriculating Candidates	<ul style="list-style-type: none"> 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; An Employee Value Proposition ("EVP") one-pager, outlining the ways your organization will add value to the matriculant; A Years of Experience ("YOE") and/or Leveling memo, to clarify and confirm for each matriculant where they enter at your organization. 	\$3,750
Recruitment Staffing Plan Buildout	<ul style="list-style-type: none"> A buildout of a recruitment staffing plan for your organization, including both filled and open positions; Pivot data to make your recruitment insights actionable for future talent strategy; Instructions for your team on how to use and update the staffing plan. 	\$3,750
Referral Program Buildout	<ul style="list-style-type: none"> Creation of infrastructure to enable your staff to refer employees to your organization; Suggestions on how to recruit referrals year-over-year; Tracking mechanisms to gauge your success with referral initiatives; 	\$3,750
Additional Services		
Additional Services	<ul style="list-style-type: none"> Including, but not limited to: Applicant Tracking System rollout; Performance Improvement and Performance Management System Buildout; Interview Process Improvement; Reference Check Systems Buildout. 	Varies

BOOKKEEPING SERVICES

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

PAYROLL SERVICES

Employee Count	Weekly per Payroll	Bi-Weekly per Payroll	Semi-Monthly per Payroll	Monthly Payroll	Quarterly Payroll
1-3	\$51	\$66	\$63	\$89	\$101
4-6	\$53	\$69	\$68	\$92	\$106
7-9	\$59	\$72	\$71	\$98	\$112
10-12	\$63	\$78	\$76	\$104	\$117
13-15	\$68	\$83	\$81	\$108	\$124
16-20	\$76	\$90	\$87	\$117	\$133
21-25	\$84	\$99	\$97	\$127	\$143
26-30	\$92	\$107	\$104	\$135	\$152
31-35	\$99	\$115	\$112	\$144	\$162
36-40	\$108	\$123	\$120	\$153	\$173
41-45	\$116	\$131	\$128	\$161	\$182
46-50	\$123	\$139	\$136	\$170	\$192
50+	QUOTE	QUOTE	QUOTE	QUOTE	QUOTE

Optional Add-Ons:

- W2 Annual Filing Fee (February 2025): \$50
- W2 Per Employee (February 2025): \$3
- BWC Annual True Up Reporting (August 2025): \$75