

Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	28%	0-300 hours: 12% of the Annual Salary; 301-520 Hours: 8% of the Annual Salary; Above 520 Hours: No Fee
Customer/Community Services	28%	0-300 hours: 12% of the Annual Salary; 301-520 Hours: 8% of the Annual Salary; Above 520 Hours: No Fee
Finance/Accounting	28%	0-300 hours: 12% of the Annual Salary; 301-520 Hours: 8% of the Annual Salary; Above 520 Hours: No Fee
General Labor/Maintenance	30%	0-300 hours: 12% of the Annual Salary; 301-520 Hours: 8% of the Annual Salary; Above 520 Hours: No Fee
Planning/Program/Project Management	30%	0-300 hours: 12% of the Annual Salary; 301-520 Hours: 8% of the Annual Salary; Above 520 Hours: No Fee
Professional/Management Services	28%	0-300 hours: 12% of the Annual Salary; 301-520 Hours: 8% of the Annual Salary; Above 520 Hours: No Fee
Technical	28%	0-300 hours: 12% of the Annual Salary; 301-520 Hours: 8% of the Annual Salary; Above 520 Hours: No Fee

Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	\$23.10
Senior Administrative Assistant	Administrative/Clerical	\$27.30
Clerk	Administrative/Clerical	\$18.90
Receptionist	Administrative/Clerical	\$23.10
Secretary	Administrative/Clerical	\$30.45
Code Enforcement Officer	Customer Service/Community Service	\$35.70
Volunteer Coordinator	Customer Service/Community Service	\$26.25
Accounting Technician	Finance/Accounting	\$25.20
Accounts Payable	Finance/Accounting	\$24.15
Auditor	Finance/Accounting	\$36.75
Fiscal Analyst	Finance/Accounting	\$35.70
Payroll Administrator	Finance/Accounting	\$28.35
Senior Accountant	Finance/Accounting	\$44.10
Crewleader	General Labor/Maintenance	\$23.10
Custodian	General Labor/Maintenance	\$17.85
Heavy Equipment Operator	General Labor/Maintenance	\$33.60
Laborer	General Labor/Maintenance	\$17.85
Maintenance Worker - Parks	General Labor/Maintenance	\$18.90
Maintenance Worker - Streets	General Labor/Maintenance	\$18.90
Utilities Technician	General Labor/Maintenance	\$27.30
GIS Technician II	Technical	\$40.95
Network Administrator	Technical	\$75.60
Network Specialist	Technical	\$81.90
Web Developer	Technical	\$84.00

Item 4: Catalog of Services

1. Administrative / Clerical Services

Supports core office operations, coordination, documentation, and workforce administration functions across departments to ensure efficient day-to-day business activities.

Administrative Assistant, Senior Administrative Assistant, Executive Assistant, Clerk, Receptionist, Secretary, Office Coordinator, Facilities Coordinator, Records Clerk, File Clerk, Data Entry Clerk, Procurement & Facilities Coordinator, Human Resources Coordinator, Human Resources Manager, Intern, Operations Manager, Plan Specialist, Program Manager, Senior Business Development Liaison, Senior Human Resources Generalist, Senior Operations Specialist, Senior Operations Specialist Childcare, Senior Plan Specialist, Senior Program Manager, Senior Workforce Facilities Coordinator, Senior Workforce Planner, Special Projects Management Analyst, Special Projects Supervisor, Training and Development Coordinator, Training Support Specialist, Workforce Communications Specialist I, Workforce Development Manager, Workforce Planner II, Administrative Program Coordinator, Administrative Program Supervisor, Information Services Coordinator, Public Involvement Manager, Quality Assurance Manager, Quality Assurance Monitoring Supervisor, Senior Case Manager, Senior Quality Assurance Specialist, Volunteer Coordinator, Volunteer and Evidence-Based Programs Coordinator

2026 Roles: Digital Office Coordinator, Virtual Executive Assistant, eRecords Specialist, Document Automation Specialist

2. Customer / Community Services

Enables effective public engagement, service delivery, and community program support through roles focused on citizen interaction, case management, and communication services.

911 Database Supervisor, 911 Database Transition Specialist, 911 Operations Specialist, 911 Operations Supervisor, 911 Program Coordinator, 911 Program Manager, 911 Systems Administrator, 911 Systems Design Integration Administrator, 911 Technical Operations Specialist, 911 Technical Program Supervisor, 911 Technician, Aging Supervisor of Contract Services, Aging Supervisor of Direct Services, Benefits Counselor, Case Manager, Child Care Manager, Code Enforcement Officer, Communications Coordinator, Communications Specialist I, Communications Specialist II, Communications Supervisor, Compliance Investigator, Early Childhood Specialist, Customer Service Representative, Call Center Agent, Intake Specialist, Community Liaison

2026 Roles: Citizen Experience Specialist, Omnichannel Support Agent, Community Engagement Analyst, Digital Services Coordinator

3. Finance / Accounting Services

Delivers financial management, reporting, auditing, and compliance support to ensure accuracy, transparency, and adherence to public-sector fiscal regulations.

Accountant, Accounting Manager, Accounting Services Specialist, Accounting Services Supervisor, Accounting Technician, Accounts Payable, Administrative Program Coordinator, Administrative Program Supervisor, Audit Manager, Auditor, Budget & Financial Reporting Manager, Business Development Manager, Chief Accounting Officer, Fiscal Analyst, Fiscal Data Analyst, Fiscal Manager, Grants & Contracts Administrator, Grants & Contracts Coordinator I, Grants & Contracts Coordinator II, Grants & Contracts Manager, Grants & Contracts Supervisor, Payroll Administrator, Senior Accountant, Senior Auditor, Senior Fiscal Analyst, Senior Grants & Contracts Coordinator, Supervising Senior Accountant, Transportation Fiscal Operations Supervisor, Transportation Accounting & Reporting Supervisor, Workforce Grants/Contracts Coordinator II, Financial Analyst, Billing Specialist

2026 Roles: ERP Financial Analyst, Financial Systems Analyst, Government Compliance Analyst, Revenue Analyst, AI-Assisted Audit Analyst

4. General Labor / Maintenance Services

Provides skilled and semi-skilled workforce to support infrastructure maintenance, facilities operations, utilities, and field services across public-sector environments.

Crewleader, Custodian, Heavy Equipment Operator, Laborer, Maintenance Worker – Parks, Maintenance Worker – Streets, Utilities Technician, Groundskeeper, Facility Technician, Field Technician, Sanitation Worker

2026 Roles: Smart Infrastructure Technician, EV Infrastructure Technician, Facilities Automation Technician, Green Maintenance Specialist

5. Planning / Program / Project Management Services

Supports planning, environmental, transportation, and program management initiatives through technical expertise, coordination, and execution of public-sector projects.

(Environmental Services): Environment & Development Planner I, Environment & Development Planner II, Environment & Development Planner III, Environment & Development Technology Coordinator, Manager of Environment & Development Programs, Principal Transportation/Air Quality Planner, Senior Environment & Development Planner

(Transportation Planning): Air Quality Operations Analyst II, Air Quality Operations Coordinator, Air Quality Operations Manager, Air Quality Operations Services Assistant I, Air Quality Operations Services Assistant II, Project Engineer, Senior Transportation/Air Quality Planner, Senior Transportation System Modeler, Transportation Program Assistant II, Transportation/Air Quality Planner I, Transportation/Air Quality Planner II, Transportation/Air Quality Planner III, Transportation System Modeler I, Transportation System Modeling Manager, Transportation System Modeler II, Transportation System Operations Supervisor

(General PM Roles): Project Manager, Program Manager, Project Coordinator, Planning Specialist, PMO Analyst, Operations Planner, Program Analyst, Project Analyst, Implementation Manager, Strategic Planner

2026 Roles: Smart City Planner, Sustainability Program Manager, Climate Data Analyst, Infrastructure Program Manager, Digital Transformation Project Manager

6. Professional / Management Services

Provides strategic, analytical, and leadership-level support to enhance organizational performance, policy implementation, compliance, and operational efficiency.

Business Analyst, Operations Manager, Compliance Specialist, HR Specialist, Training Manager, Policy Analyst, Procurement Specialist, Risk Analyst, Management Consultant, Administrative Manager, Business Development Manager, Organizational Development Specialist, Workforce Strategy Consultant

2026 Roles: AI Governance Specialist, Change Management Lead (Digital), Workforce Analytics Manager, DEI Program Manager, Organizational Effectiveness Consultant

7. Technical Services

Delivers IT, data, and digital transformation expertise to support infrastructure, applications, cybersecurity, and emerging technology initiatives.

Audio/Video Computer Support Technician, Chief Technology Officer, Computer Support Technician, Counsel for Transportation, Data Applications Manager, Digital Media Specialist, GIS Application Developer, GIS Project Coordinator, GIS Technician I, GIS Technician II, Information Analyst Supervisor, Information Center Assistant, Information Security Officer, IT Applications Manager, IT

Infrastructure Manager, Manager of Data Integrity, Manager of Research, Manager of Workforce Development Information, Network Administrator, Network Specialist, Research Associate II, Senior Database Specialist, Senior Information Analyst, Senior Network Administrator, Senior Research Associate, Senior SharePoint Administrator, Solutions Analyst, Systems Engineer, Technology Support Coordinator, Web Developer

Extended IT Roles: Software Developer, Full Stack Developer, Backend Developer, Frontend Developer, DevOps Engineer, Cloud Engineer, Data Engineer, Data Analyst, QA Analyst, Automation Engineer, Help Desk Technician, Systems Administrator

2026 Roles: AI/ML Engineer, Cybersecurity Analyst, Power BI Developer, RPA Developer, Digital Transformation Engineer, Smart Systems Engineer