

Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	22%	≤90d: 10% ≤180d: 5% >180d: 0%
Customer/Community Services	N/A	N/A
Finance/Accounting	22%	≤90d: 10% ≤180d: 5% >180d: 0%
General Labor/Maintenance	N/A	N/A
Planning/Program/Project Management	22%	≤90d: 10% ≤180d: 5% >180d: 0%
Professional/Management Services	22%	≤90d: 10% ≤180d: 5% >180d: 0%
Technical	22%	≤90d: 10% ≤180d: 5% >180d: 0%

Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	\$27.1
Senior Administrative Assistant	Administrative/Clerical	\$29.4
Clerk	Administrative/Clerical	\$25.3
Receptionist	Administrative/Clerical	\$23.7
Secretary	Administrative/Clerical	\$30.2
Code Enforcement Officer	Customer Service/Community Service	N/A
Volunteer Coordinator	Customer Service/Community Service	N/A
Accounting Technician	Finance/Accounting	\$28.5
Accounts Payable	Finance/Accounting	\$30.2
Auditor	Finance/Accounting	\$37.6
Fiscal Analyst	Finance/Accounting	\$32.9
Payroll Administrator	Finance/Accounting	\$30.1
Senior Accountant	Finance/Accounting	\$41.3
Crewleader	General Labor/Maintenance	N/A
Custodian	General Labor/Maintenance	N/A
Heavy Equipment Operator	General Labor/Maintenance	N/A
Laborer	General Labor/Maintenance	N/A
Maintenance Worker - Parks	General Labor/Maintenance	N/A
Maintenance Worker - Streets	General Labor/Maintenance	N/A
Utilities Technician	General Labor/Maintenance	N/A
GIS Technician II	Technical	\$45
Network Administrator	Technical	\$70
Network Specialist	Technical	\$75
Web Developer	Technical	\$70

Item 4: Catalog of Services**CATEGORY: ADMINISTRATIVE / CLERICAL SERVICES**

Administrative & Office Support	Human Resources & Workforce	Program & Operations Support
Administrative Assistant	Human Resources Coordinator	Program Manager
Clerk	Human Resources Manager	Senior Program Manager
Executive Assistant	Senior Human Resources Generalist	Operations Manager
Receptionist	Workforce Development Manager	Senior Operations Specialist
Secretary	Workforce Planner II	Plan Specialist
Senior Administrative Assistant	Workforce Planner	Senior Plan Specialist
Office Manager	Training & Development Coordinator	Special Projects Management Analyst
Administrative Analyst	Training Support Specialist	Special Projects Supervisor
Executive Coordinator	Workforce Communications Specialist I	Procurement & Facility Coordinator
Scheduling Coordinator	Intern	Facilities Coordinator
Data Entry Specialist		Senior Workforce Facilities Coordinator
Document Control Specialist		Graphic Design Coordinator
Records Management Specialist		Senior Business Development Liaison
Contract Administration Assistant		Administrative Project Coordinator

CATEGORY: FINANCE / ACCOUNTING SERVICES

Accounting & Financial Operations	Audit & Compliance	Grants & Contracts Management
Accountant	Auditor	Grants & Contracts Administrator
Senior Accountant	Senior Auditor	Grants & Contracts Coordinator I
Accounting Manager	Audit Manager	Grants & Contracts Coordinator II
Accounting Technician		Senior Grants & Contracts Coordinator
Accounting Services Specialist		Grants & Contracts Supervisor
Accounting Services Supervisor		Grants & Contracts Manager
Accounts Payable		Workforce Grants/Contracts Coordinator II
Payroll Administrator		
Chief Accounting Officer		

Financial Analysis & Reporting	Program & Fiscal Management
Fiscal Analyst	Fiscal Manager
Fiscal Data Analyst	Administrative Program Coordinator
Senior Fiscal Analyst	Administrative Program Supervisor
Budget & Financial Reporting Manager	Transportation Fiscal Operations Supervisor
Financial Analyst	Transportation Accounting & Reporting Supervisor
Budget Analyst	Business Development Manager
Cost Accountant	
Revenue Analyst	
Billing Specialist	

Treasury Analyst	
Financial Systems Analyst	
Procurement Analyst	
Contract Financial Analyst	

CATEGORY: PLANNING / PROGRAM / PROJECT MANAGEMENT

Planning Roles	Program Leadership
Environment & Development Planner I	Manager of Environment & Development Programs
Environment & Development Planner II	
Environment & Development Planner III	
Senior Environment & Development Planner	
Environment & Development Technology Coordinator	

Planning & Analysis	Operations & Management
Transportation/Air Quality Planner I	Air Quality Operations Manager
Transportation/Air Quality Planner II	Air Quality Operations Coordinator
Transportation/Air Quality Planner III	Air Quality Operations Analyst II
Senior Transportation/Air Quality Planner	Air Quality Operations Services Assistant
Transportation System Modeler I	Air Quality Operations Services Assistant II
Transportation System Modeler II	Transportation System Operations Supervisor
Senior Transportation System Modeler	Transportation System Modeling Manager
Principal Transportation/Air Quality Planner	
Transportation Program Assistant II	
Project Engineer	

Project & Strategy Roles
Project Manager

Project & Strategy Roles
Program Manager
Project Coordinator
PMO Analyst
Portfolio Manager
Change Management Specialist
Business Process Analyst
Strategic Planning Analyst
Urban Planner
Sustainability Analyst
Agile Project Manager / Scrum Master
Risk & Compliance Project Manager

CATEGORY: PROFESSIONAL / MANAGEMENT SERVICES

Business & Strategy	HR & Workforce Consulting	Operations & Compliance
Business Analyst	HR Business Partner	Compliance Manager
Senior Business Analyst	Talent Acquisition Specialist	Risk Manager
Management Consultant	Workforce Planning Consultant	Operations Director
Strategy Consultant	Training & Development Manager	Vendor Management Specialist
Organizational Development Consultant	Learning & Development Specialist	Contract Manager
Policy Analyst		Performance Improvement Consultant

CATEGORY: TECHNICAL SERVICES

Infrastructure & Support	Leadership & Management
Computer Support Technician	Chief Technology Officer
Audio/Video Computer Support Technician	IT Infrastructure Manager
Technology Support Coordinator	IT Applications Manager
Network Administrator	Data Applications Manager
Network Specialist	Manager of Data Integrity
Senior Network Administrator	Manager of Research
Information Center Assistant	Manager of Workforce Development Information

Data & GIS Roles
GIS Application Developer
GIS Technician II

Data & GIS Roles
GIS Project Coordinator
Research Associate II
Senior Research Associate
Senior Database Specialist
Information Analyst Supervisor
Senior Information Analyst

Security & Systems Engineering
Information Security Officer
Systems Engineer
Solutions Analyst
Senior SharePoint Administrator

Development & Digital Roles
Web Developer
Digital Media Specialist

Advanced Technical Roles
Cloud Engineer (AWS/Azure/GCP)
DevOps Engineer
Cybersecurity Analyst / Engineer
SOC Analyst
Data Engineer
Data Scientist
BI Developer (Power BI/Tableau)
AI/ML Engineer
Software Developer (Full Stack / Backend / Frontend)
QA / Test Engineer
Automation Engineer
Enterprise Architect
Database Administrator (DBA)
API Integration Specialist
IT Support Analyst (Tier 1–3)
Network Security Engineer
Systems Administrator