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Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	35%	$5,000
Customer/Community Services	35%	$5,000
Finance/Accounting	35%	$7,000
General Labor/Maintenance	35%	$3,500
Planning/Program/Project Management	35%	$5,000
Professional/Management Services	37%	$7,000
Technical	37%	$10,000

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Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	$21.50
Senior Administrative Assistant	Administrative/Clerical	$26.50
Clerk	Administrative/Clerical	$20.00
Receptionist	Administrative/Clerical	$21.00
Secretary	Administrative/Clerical	$23.50
Code Enforcement Officer	Customer Service/Community Service	$26.00
Volunteer Coordinator	Customer Service/Community Service	$26.00
Accounting Technician	Finance/Accounting	$27.00
Accounts Payable	Finance/Accounting	$26.00
Auditor	Finance/Accounting	$35.00
Fiscal Analyst	Finance/Accounting	$32.00
Payroll Administrator	Finance/Accounting	$30.00
Senior Accountant	Finance/Accounting	$42.00
Crewleader	General Labor/Maintenance	$20.00
Custodian	General Labor/Maintenance	$17.50
Heavy Equipment Operator	General Labor/Maintenance	$29.00
Laborer	General Labor/Maintenance	$18.00
Maintenance Worker - Parks	General Labor/Maintenance	$21.50
Maintenance Worker - Streets	General Labor/Maintenance	$22.00
Utilities Technician	General Labor/Maintenance	$29.00
GIS Technician II	Technical	$35.00
Network Administrator	Technical	$47.00
Network Specialist	Technical	$52.00
Web Developer	Technical	$62.00

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Item 4: Catalog of Services

NEXIEN

CATALOG

Quoted per request; final rate depends on candidate pay, skills, location, etc.
Note: Job descriptions below are summarized for catalog readability. Detailed role requirements and pricing will be quoted per request based on candidate pay, skills, location, and assignment requirements

Staffing Category 1: Administrative/Clerical

Job Title	Job Description & Key Responsibilities	Requirements
1. Administrative Assistant	The purpose of this position is to provide advanced administrative and clerical support to a respective department, managerial staff and/or director.	Associate's Degree or vocational training.
2. Senior Administrative Assistant	The purpose of this position is to provide complex administrative and clerical support to a respective department, managerial staff and/or Director.	Associate's Degree or vocational training.
3. Clerk	Incumbent follows a few clearly detailed procedures in performing simple, repetitive tasks in the same sequence, such as: data entry; filing pre-coded documents in a chronological order; distributing materials; compiling routine.	High School/GED diploma
4. Receptionist	The purpose of this position is to manage the switchboard and visitor reception area and to maintain the agency master mailing list.	High School/GED diploma
5. Secretary	Performs basic secretarial functions. Composes and types routine correspondence; prepares and maintains records and documents required by the department or city; compiles and summarizes data for reports.	High School/GED diploma

Staffing Category 2: Customer Service/ Community Service

Job Title	Job Description & Key Responsibilities	Requirements
6. Code Enforcement Officer	Performs a variety of code enforcement inspections on public and private property.	High School/GED diploma
7. Volunteer Coordinator	The purpose of this position is to develop and maintain a comprehensive network of Aging vendors for services including, but not limited to, homemaker, respite, residential repair, and emergency response services.	High School/GED diploma

Staffing Category 3: Finance/Accounting

Job Title	Job Description & Key Responsibilities	Requirements
8. Accounting Technician	Performs basic accounting-clerical functions such as routine posting or balancing, filing, calculating, and other bookkeeping/accounting operations.	High school diploma/GED 1-3 years of accounting clerical experience.)

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9. Accounts Payable	The purpose of this position is to administer and maintain procedures required to meet a weekly processing of payments.	
10.Auditor	The purpose of this position is to ensure monitored programs achieve intended results, resources are used effectively, waste, fraud and abuse are minimized and that timely information is captured and reported.	
11.Fiscal Analyst	The purpose of this position is to assist in the maintenance of the fiscal aspects of funded programs as assigned.	
12.Payroll Administrator	The purpose of this position is to administer company-wide payroll and employee benefits while assisting the HR department with related issues.	
13.Senior Accountant	The purpose of this position is to manage the Grant Funds and Budgets under multiple funding sources and streams.	

Staffing Category 4: General Labor/Maintenance

Job Title	Job Description & Key Responsibilities	Requirements
14.Crewleader	Leads and participates in the work of crew performing equipment operations, manual labor and semi-skilled tasks in City Public Works projects	High School/GED diploma 3 years' experience
15.Custodian	Performs a variety of routine cleaning tasks for buildings and surrounding grounds.	Entry
16.Heavy Equipment Operator	Responsible for the safe and efficient operation of heavy construction equipment such as front-end loaders, bulldozers, graders or heavy trenching machines.	High School/GED diploma Class A Driver's License 2 years' experience.
17.Laborer	Under immediate supervision, completes manual labor following basic routines in the construction, repair and maintenance of city services, facilities and ground	3 month' experience
18.Maintenance Worker- Parks	Performs semi-skilled duties in parks including equipment operation and maintenance and minor repair of buildings, parks, recreational, and other facilities	High school diploma/GED 1 year of related experience
19.Maintenance Worker- Streets	Performs typically semi-skilled work in the maintenance and repair of streets, drainage ways, traffic signs, and gravel roads.	High school diploma/GED 1 year of related experience May require Class A or B driver's license.
20.Utilities Technician	Performs and often leads other staff in a variety of semi-skilled and skilled activities regarding the repair and maintenance of commercial and residential utility services and distribution systems.	High School/GED diploma 1 year experience

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Staffing Category 5: Technical

Job Title	Job Description & Key Responsibilities	Requirements
21.GIS Technician II	The purpose of this position is to provide advanced GIS and technology support to the Department and Agency.	
22.Network Administrator	The purpose of this position is to manage the daily administration and user support of the agency computing system/network, including networking to remote offices.	
23.Network Specialist	The purpose of this position is to provide technical equipment, software, advice and support.	
24.Web Developer	This position will have responsibility for creating and maintaining Agency website and associated customer web applications.	