

Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	30.00%	\$3000.00
Customer/Community Services	30.00%	\$3000.00
Finance/Accounting	30.00%	\$3000.00
General Labor/Maintenance	38.00%	\$3000.00
Planning/Program/Project Management	32.50%	\$4000.00
Professional/Management Services	32.50%	\$4000.00
Technical	35.00%	\$7000.00

Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	\$17.00
Senior Administrative Assistant	Administrative/Clerical	\$20.00
Clerk	Administrative/Clerical	\$23.50
Receptionist	Administrative/Clerical	\$14.50
Secretary	Administrative/Clerical	\$16.75
Code Enforcement Officer	Customer Service/Community Service	\$23.00
Volunteer Coordinator	Customer Service/Community Service	\$17.50
Accounting Technician	Finance/Accounting	\$21.00
Accounts Payable	Finance/Accounting	\$18.50
Auditor	Finance/Accounting	\$30.00
Fiscal Analyst	Finance/Accounting	\$25.00
Payroll Administrator	Finance/Accounting	\$20.00
Senior Accountant	Finance/Accounting	\$33.50
Crewleader	General Labor/Maintenance	\$22.50
Custodian	General Labor/Maintenance	\$16.50
Heavy Equipment Operator	General Labor/Maintenance	\$26.75
Laborer	General Labor/Maintenance	\$15.00
Maintenance Worker - Parks	General Labor/Maintenance	\$16.50
Maintenance Worker - Streets	General Labor/Maintenance	\$16.50
Utilities Technician	General Labor/Maintenance	\$20.00
GIS Technician II	Technical	\$35.50
Network Administrator	Technical	\$50.00
Network Specialist	Technical	\$65.00
Web Developer	Technical	\$55.00

Item 4: Catalog of Services

Amer Technology, Inc. offers staffing services for any job title, not limited to the following job titles catalog

Administrative / Clerical

Administrative Assistant	Executive Assistant
Office Clerk	Receptionist
Office Coordinator	Program Assistant
Records Specialist	HR Assistant
Administrative Specialist	Senior Administrative Assistant
Office Manager	Data Entry Clerk
Document Control Specialist	Mailroom Clerk
Scheduling Coordinator	Facilities Administrative Assistant
Operations Support Specialist	Administrative Services Coordinator
Executive Office Administrator	

Customer / Community Services

Code Enforcement Officer	Volunteer Coordinator
Customer Service Representative	Community Outreach Coordinator
Case Manager	Social Services Specialist
Call Center Specialist	Program Counselor
Public Information Assistant	Client Services Coordinator
Community Engagement Specialist	Customer Support Supervisor
Intake Specialist	Family Services Coordinator
Community Resource Navigator	Public Relations Assistant
Service Center Representative	Community Program Specialist
Client Advocate	Outreach Worker

Finance / Accounting

Accountant	Senior Accountant
Accounting Technician	Budget Analyst
Payroll Specialist	Fiscal Analyst
Grants & Contracts Coordinator	Financial Reporting Manager
Procurement Specialist	Accounts Payable Specialist
Accounts Receivable Specialist	Financial Analyst
Senior Financial Analyst	Audit Associate
Internal Auditor	Cost Accountant
Purchasing Agent	Billing Specialist
Treasury Analyst	Budget Manager
Grants Administrator	

General Labor / Maintenance

Crewleader	Laborer
Maintenance Worker	Custodian
Heavy Equipment Operator	Utility Technician
Groundskeeper	Facilities Maintenance Technician
Building Maintenance Worker	Warehouse Laborer

Fleet Maintenance Technician	Janitorial Worker
Parks Maintenance Worker	Street Maintenance Worker
Equipment Maintenance Assistant	Facilities Technician
Operations Laborer	

Planning / Program / Project Management

Project Coordinator	Project Manager
Program Manager	Planner I
Planner II	Senior Planner
Strategic Planning Analyst	Program Coordinator
Project Scheduler	Project Analyst
Program Analyst	Portfolio Manager
Planning Technician	Environmental Planner
Transportation Planner	Senior Program Coordinator
Project Administrator	Community Development Planner

Professional / Management Services

Director	Manager
Policy Analyst	Business Analyst
Training & Development Manager	HR Manager
Communications Manager	Legal Counsel
Operations Manager	Senior Manager
Program Director	Organizational Development Specialist
Risk Manager	Compliance Manager
Quality Assurance Manager	Workforce Development Manager
Talent Acquisition Manager	Public Affairs Manager
Strategy Manager	

Technical

IT Support Technician	Help Desk
Systems Engineer	Network Administrator
Network Specialist	Database Administrator
GIS Technician	Software Developer
Cybersecurity Analyst	Data Analyst
Web Developer	Systems Administrator
IT Security Specialist	Cloud Engineer
Desktop Support Technician	Application Support Analyst
Network Engineer	Data Engineer
SharePoint Administrator	IT Project Coordinator
IT Project Manager	IT Program Manager
Software QA Analyst/Engineer	IT Business Analyst
Business Systems Analyst	Solutions Architect
Business Intelligence Analyst	IT Contract Manager
Software Programmer	Technical Writer
Digital Product Manager	Software Engineer
Data Scientist	QA Automation Engineer
IT Auditor	IT Procurement Technician