

**Item 4:**  
**Catalog of Services**

**ADMINISTRATIVE/CLERICAL**

Representative administrative and office support positions available through Adelphi for temporary assignments.

| REPRESENTATIVE POSITION         | BASE STAFFING RATE |
|---------------------------------|--------------------|
| Administrative Assistant        | \$ 22              |
| Senior Administrative Assistant | \$ 26              |
| Clerk                           | \$ 18              |
| Receptionist                    | \$ 17              |
| Secretary                       | \$ 21              |

**CUSTOMER/COMMUNITY SERVICES**

Representative customer-facing and community support positions available through Adelphi for temporary assignments.

| REPRESENTATIVE POSITION         | BASE STAFFING RATE |
|---------------------------------|--------------------|
| Code Enforcement Officer        | \$ 28              |
| Volunteer Coordinator           | \$ 24              |
| Customer Service Representative | \$ 27              |
| Community Outreach Coordinator  | \$ 35              |

**FINANCE/ACCOUNTING**

Representative accounting and financial operations positions available through Adelphi for temporary assignments.

| REPRESENTATIVE POSITION | BASE STAFFING RATE |
|-------------------------|--------------------|
| Accounting Technician   | \$ 26              |
| Accounts Payable        | \$ 24              |
| Auditor                 | \$ 38              |
| Fiscal Analyst          | \$ 30              |

|                       |       |
|-----------------------|-------|
| Payroll Administrator | \$ 28 |
| Senior Accountant     | \$ 42 |

**GENERAL LABOR/MAINTENANCE**

Representative field, facilities, maintenance, and operations support positions available through Adelphi for temporary assignments.

| REPRESENTATIVE POSITION      | BASE STAFFING RATE |
|------------------------------|--------------------|
| Crewleader                   | \$ 26              |
| Custodian                    | \$ 18              |
| Heavy Equipment Operator     | \$ 28              |
| Laborer                      | \$ 17              |
| Maintenance Worker - Parks   | \$ 20              |
| Maintenance Worker - Streets | \$ 20              |
| Utilities Technician         | \$ 27              |

**PLANNING/PROGRAM/PROJECT MANAGEMENT**

Representative project and program management positions that Adelphi can recruit, screen, and place on a temporary basis.

| REPRESENTATIVE POSITION  | BASE STAFFING RATE |
|--------------------------|--------------------|
| Project Manager          | \$ 50              |
| Program Manager          | \$ 50              |
| Project Coordinator      | \$ 38              |
| Planner                  | \$ 48              |
| Senior Planner           | \$ 52              |
| Grants / Program Analyst | \$ 48              |

**PROFESSIONAL/MANAGEMENT SERVICES**

Representative professional and management support positions available through Adelphi for temporary assignments.

| REPRESENTATIVE POSITION | BASE STAFFING RATE |
|-------------------------|--------------------|
| Operations Manager      | \$ 45              |
| Human Resources Manager | \$ 27              |

|                        |       |
|------------------------|-------|
| Procurement Specialist | \$ 42 |
| Contract Administrator | \$ 45 |
| Compliance Specialist  | \$ 41 |
| Business Analyst       | \$ 51 |

**TECHNICAL**

Representative technology and specialized technical positions available through Adelphi for temporary assignments.

| REPRESENTATIVE POSITION | BASE STAFFING RATE |
|-------------------------|--------------------|
| GIS Technician II       | \$ 32              |
| Network Administrator   | \$ 42              |
| Network Specialist      | \$ 38              |
| Web Developer           | \$ 50              |

|                                   |       |
|-----------------------------------|-------|
| Help Desk / IT Support Specialist | \$ 33 |
|-----------------------------------|-------|

**PRICING NOTES AND SERVICE TERMS**

- Category markup percentages and representative base rates should align with the final Exhibit C Cost Proposal.
- Any temp-to-hire conversion fee is calculated at the time of conversion using Adelphi's prorated formula:  $[(1040 - \text{Hours Worked}) / 1040] \times \text{Fixed Amount}$ .
- No conversion fee applies after 1,040 hours worked.
- Any role not specifically listed in this catalog may be quoted using the same pricing structure and contract methodology reflected in Exhibit C and the applicable supplemental agreement.
- The TXShare administrative fee should be built into Adelphi's rate structure and not invoiced separately to the customer.