

Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	32%	0 to 480 hours = 12% Conversion Fee. 481+ hours = No Conversion fee.
Customer/Community Services	32%	0 to 480 hours = 12% Conversion Fee. 481+ hours = No Conversion fee.
Finance/Accounting	32%	0 to 480 hours = 12% Conversion Fee. 481+ hours = No Conversion fee.
General Labor/Maintenance	38%	0 to 480 hours = 12% Conversion Fee. 481+ hours = No Conversion fee.
Planning/Program/Project Management	32%	0 to 480 hours = 12% Conversion Fee. 481+ hours = No Conversion fee.
Professional/Management Services	32%	0 to 480 hours = 12% Conversion Fee. 481+ hours = No Conversion fee.
Technical	32%	0 to 480 hours = 12% Conversion Fee. 481+ hours = No Conversion fee.

Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	\$22.37
Senior Administrative Assistant	Administrative/Clerical	\$27.13
Clerk	Administrative/Clerical	\$18.48
Receptionist	Administrative/Clerical	\$18.23
Secretary	Administrative/Clerical	\$20.76
Code Enforcement Officer	Customer Service/Community Service	\$24.63
Volunteer Coordinator	Customer Service/Community Service	\$22.27
Accounting Technician	Finance/Accounting	\$23.48
Accounts Payable	Finance/Accounting	\$21.73
Auditor	Finance/Accounting	\$30.27
Fiscal Analyst	Finance/Accounting	\$30.63
Payroll Administrator	Finance/Accounting	\$27.84
Senior Accountant	Finance/Accounting	\$35.48
Crewleader	General Labor/Maintenance	\$21.37
Custodian	General Labor/Maintenance	\$15.63
Heavy Equipment Operator	General Labor/Maintenance	\$23.27
Laborer	General Labor/Maintenance	\$15.48
Maintenance Worker - Parks	General Labor/Maintenance	\$16.73
Maintenance Worker - Streets	General Labor/Maintenance	\$17.27
Utilities Technician	General Labor/Maintenance	\$20.63
GIS Technician II	Technical	\$33.84
Network Administrator	Technical	\$42.76
Network Specialist	Technical	\$35.27
Web Developer	Technical	\$44.13

Item 4: Catalog of Services

Administrative

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| • Executive Administrative Coordinator | • Administrative Coordinator |
| • Office Operations Manager | • Administrative Support Specialist |
| • Administrative Services Supervisor | • Administrative Office Manager |
| • Document Control Specialist | • Administrative Technician |
| • Administrative Systems Coordinator | • Document Management Coordinator |
| • Administrative Project Manager | • Receptionist |
| • Administrative Analyst | • Clerical Support Specialist |
| • Administrative Specialist | • Office Assistant |
| • Administrative Services Assistant | • Program Administrative Coordinator |
| • Executive Assistant | • Program Administrative Specialist |
| • Mail/Print Services | • Facilities Support Administrator |

Communication

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| • Communications Support Specialist | • Television and Video Editor and Videographer |
| • Communications Associate | • Television and Video Producer |
| • Community Outreach Specialist | • Audio/Video Operations Engineer |
| • Public Relations Professional | • Audio/Video Technician |
| • Graphic Designer | • Audio/Video Solutions Architect |
| • Web Writer Content | • Community & Employee Educator |
| • Motion Graphics Designer | |

Customer Support

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| • CSR, Senior - Contact Center | • Customer Service Representative |
| • CSR, Senior - Library | • In-Plant Solutions Specialist |
| • CSR, Senior - Public Utilities | |

Engineering

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| • Production Worker | • Maintenance Technician |
| • Machine Operator | • Maintenance Mechanic |
| • Assembly Technician | • Industrial Engineer |
| • CNC Machinist | • Safety Coordinator |

• Fabricator	• Production Planner
• Welder	• Supply Chain Coordinator
• Quality Technician	• Materials Planner
• Quality Inspector	• Warehouse Associate
• Production Supervisor	• Forklift Operator
• Manufacturing Technician	• Packaging Technician
• Manufacturing Engineer	• Facilities Technician
• Process Engineer	• Tool and Die Maker

Facilities & Maintenance	
• Facilities Technician	• Electrician
• Facilities Coordinator	• Plumber
• Facilities Specialist	• Carpenter
• Facilities Manager	• Groundskeeper
• Building Maintenance Technician	• Custodian
• Maintenance Technician	• Janitorial Worker
• Maintenance Mechanic	• Facility Operations Manager
• Maintenance Worker	• Building Engineer
• Maintenance Supervisor	• General Maintenance Laborer
• Facilities Engineer	• Maintenance Planner
• HVAC Technician	• Facilities Assistant

Finance	
• Accountant	• Chief Financial Officer
• Staff Accountant	• Payroll Specialist
• Senior Accountant	• Payroll Manager
• Accounting Clerk	• Tax Analyst
• Accounts Payable Specialist	• Tax Manager
• Accounts Receivable Specialist	• Auditor
• Billing Specialist	• Internal Auditor
• Bookkeeper	• Revenue Analyst
• Financial Analyst	• Cost Accountant
• Senior Financial Analyst	• Treasury Analyst
• Budget Analyst	• Procurement Analyst
• Budget Manager	• Purchasing Specialist
• Controller	• Purchasing Manager
• Assistant Controller	• Grant Accountant

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| • Finance Manager | • Financial Operations Specialist |
| • Director of Finance | |

Grants

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| • Grant Administrator | • Grants and Contracts Manager |
| • Grant Coordinator | • Grants Analyst |
| • Grant Specialist | • Grant Writer |
| • Grant Manager | • Proposal Writer |
| • Senior Grant Administrator | • Funding Coordinator |
| • Grants Compliance Specialist | • Grants Program Manager |
| • Grants Reporting Specialist | • Grants Officer |
| • Grants and Contracts Specialist | |

Healthcare

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| • Healthcare Administrator | • Occupational Therapist |
| • Healthcare Coordinator | • Physical Therapist |
| • Clinical Manager | • Physical Therapy Assistant |
| • Clinical Supervisor | • Occupational Therapy Assistant |
| • Medical Assistant | • Speech Language Pathologist |
| • Nursing Assistant | • Pharmacy Technician |
| • Registered Nurse | • Pharmacist |
| • Licensed Practical Nurse | • Dietitian |
| • Nurse Practitioner | • Nutritionist |
| • Physician | • Public Health Nurse |
| • Physician Assistant | • Public Health Educator |
| • Medical Records Clerk | • Community Health Worker |
| • Medical Records Technician | • Care Coordinator |
| • Health Information Technician | • Case Manager |
| • Health Information Manager | • Home Health Aide |
| • Medical Billing Specialist | • Behavioral Health Technician |
| • Medical Coding Specialist | • Mental Health Counselor |
| • Medical Office Specialist | • Clinical Psychologist |
| • Patient Access Representative | • Social Worker |
| • Patient Services Coordinator | • Licensed Clinical Social Worker |
| • Patient Care Technician | • Medical Scheduler |
| • Phlebotomist | • Medical Front Desk Specialist |
| • Laboratory Technician | • Infection Control Specialist |

• Medical Laboratory Scientist	• Quality Improvement Coordinator
• Radiologic Technologist	• Healthcare Compliance Officer
• Ultrasound Technologist	• Telehealth Coordinator
• MRI Technologist	• Emergency Medical Technician
• CT Technologist	• Paramedic
• Respiratory Therapist	

Human Resources (HR)

• HR Assistant	• Benefits Coordinator
• HR Coordinator	• Benefits Manager
• HR Specialist	• Payroll Specialist
• HR Generalist	• Payroll Coordinator
• HR Manager	• Learning and Development Specialist
• HR Director	• Training Coordinator
• HR Business Partner	• Training Manager
• HR Administrator	• Organizational Development Specialist
• Recruiter	• Employee Relations Specialist
• Talent Acquisition Specialist	• Employee Relations Manager
• Talent Acquisition Coordinator	• HR Compliance Specialist
• Talent Acquisition Manager	• HR Operations Specialist
• Compensation Analyst	• HRIS Analyst
• Compensation Specialist	• HRIS Specialist
• Benefits Specialist	

Information Technology

• AI Engineer	• IT Operations Specialist
• Agile Coach	• IT Portfolio Manager
• Application Developer	• IT Procurement Specialist
• Application Support Analyst	• IT Project Coordinator
• Automation Engineer	• IT Project Manager
• Backend Developer	• IT Risk Analyst
• BI Developer	• IT Service Delivery Analyst
• Blockchain Developer	• IT Support Coordinator
• Business Intelligence Analyst	• IT Support Specialist
• Cloud Administrator	• IT Technician
• Cloud Architect	• Kubernetes Administrator
• Cloud Engineer	• Machine Learning Engineer

• Cloud Security Engineer	• Messaging Administrator
• Configuration Manager	• Mobile Developer
• Containerization Specialist	• Network Administrator
• CRM Administrator	• Network Engineer
• CRM Analyst	• Penetration Tester
• CRM Developer	• PeopleSoft Analyst
• Cybersecurity Analyst	• Platform Engineer
• Cybersecurity Architect	• Product Manager
• Cybersecurity Engineer	• Product Owner
• Data Analyst	• Program Manager
• Data Architect	• QA Analyst
• Data Engineer	• Quality Assurance Engineer
• Data Governance Specialist	• Reporting Analyst
• Data Quality Analyst	• RPA Analyst
• Data Scientist	• RPA Developer
• Database Administrator	• SAP Analyst
• Desktop Support Technician	• Scrum Master
• DevOps Architect	• Security Compliance Specialist
• DevOps Engineer	• Security Engineer
• ETL Developer	• Security Operations Center Analyst
• Field Support Technician	• SharePoint Developer
• Frontend Developer	• Site Reliability Engineer
• Full Stack Developer	• Software Developer
• Governance, Risk, and Compliance (GRC) Analyst	• Software Engineer
• Help Desk Technician	• Solutions Architect
• IAM Analyst	• Storage Administrator
• IAM Engineer	• Systems Administrator
• Identity and Access Management Analyst	• Systems Analyst
• Identity and Access Management Engineer	• Systems Developer
• Infrastructure Engineer	• Systems Engineer
• Infrastructure Technician	• Technical Business Analyst
• Integration Developer	• Technical Project Manager
• IoT Engineer	• Technical Support Analyst
• IT Asset Manager	• Technical Support Specialist
• IT Audit Specialist	• Threat Analyst
• IT Business Analyst	• UI/UX Developer
• IT Compliance Analyst	• Unified Communications Engineer

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| • IT Customer Support Specialist | • Vulnerability Analyst |
| • IT Director | • Virtualization Engineer |
| • IT Manager | • Web Developer |
| • IT Operations Manager | • Workday Analyst |

Legal & Government Administration

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| • Administrative Analyst | • Grant Monitoring Specialist |
| • Administrative Coordinator | • Grant Performance Evaluator |
| • Administrative Officer | • Grant Programs Coordinator |
| • Administrative Services Assistant | • Grant Technical Assistant |
| • Administrative Services Manager | • Human Rights Investigator |
| • Administrative Services Supervisor | • In-Plant Solutions Specialist |
| • Administrative Specialist | • Intergovernmental Affairs Liaison |
| • Assistant City Attorney | • Legal Administrative Coordinator |
| • Assistant City Clerk | • Legal Assistant |
| • Assistant County Administrator | • Legal Counsel |
| • Assistant General Counsel | • Legal Operations Analyst |
| • Assistant Health Services Information Technology Director | • Legal Secretary |
| • Assistant Public Defender | • Legislative Aide |
| • Assistant State Attorney | • Legislative Analyst |
| • Budget Analyst | • Lobbyist |
| • Budget Compliance Manager | • Municipal Clerk |
| • Budget Officer | • Office Operations Manager |
| • Case Manager | • Paralegal |
| • Caseworker | • Permitting Coordinator |
| • City Administrator | • Planner |
| • City Attorney | • Planning Technician |
| • City Clerk | • Policy Analyst |
| • City Manager | • Policy Coordinator |
| • Clerk of Court | • Procurement Analyst |
| • Code Enforcement Officer | • Procurement Officer |
| • Code Enforcement Technician | • Procurement Operations Specialist |
| • Compliance Officer | • Program Administrator |
| • Contract Administrator | • Program Analyst |
| • Contract Compliance Officer | • Program Coordinator |
| • Contract Negotiations Specialist | • Program Manager – Government |
| • Court Administrator | • Project Manager – Government Administration |

• Court Clerk	• Public Information Officer
• Court Services Coordinator	• Public Records Coordinator
• Deputy City Clerk	• Public Relations Professional
• Deputy City Manager	• Public Safety Contracts Manager
• Deputy County Administrator	• Records Clerk
• Deputy General Counsel	• Records Manager
• Director of Administration	• Records Technician
• Director of Government Affairs	• Regulatory Affairs Specialist
• Document Control Specialist	• Research Analyst
• Emergency Management Coordinator	• RFP Development Coordinator
• Emergency Services Contract Manager	• Right-of-Way Agent
• Ethics and Compliance Officer	• Right-of-Way Agent – Senior
• Executive Administrative Coordinator	• Risk Management Analyst
• Executive Assistant	• Survey Party Specialist
• Government Affairs Liaison	• Talent Acquisition Specialist – Government
• Government Program Coordinator	• Transportation Planner
• Grant Administrator	• Veterans Services Advocate
• Grant Budget Operations Analyst	• Zoning Inspector
• Grant Compliance Manager	• Zoning Plans Reviewer
• Grant Financial Operations Manager	

Operations

• Operations Assistant	• Fleet Coordinator
• Operations Coordinator	• Fleet Manager
• Operations Supervisor	• Facilities Support Administrator
• Operations Manager	• Facilities Technician
• Operations Director	• Facilities Coordinator
• Chief Operating Officer	• Facilities Manager
• Business Operations Analyst	• Maintenance Coordinator
• Business Operations Manager	• Maintenance Supervisor
• Office Operations Manager	• Maintenance Manager
• Operations Administrator	• Quality Assurance Coordinator
• Operations Specialist	• Quality Assurance Specialist
• Operations Support Specialist	• Quality Control Inspector
• Production Operations Manager	• Compliance and Operations Specialist
• Logistics Coordinator	• Continuous Improvement Specialist
• Logistics Specialist	• Manufacturing Operations Lead

• Logistics Manager	• Process Improvement Analyst
• Supply Chain Coordinator	• Production Planner
• Supply Chain Specialist	• Production Supervisor
• Supply Chain Manager	• Shift Supervisor
• Inventory Assistant	• Plant Operations Manager
• Inventory Specialist	• Site Operations Lead
• Inventory Analyst	• Service Operations Coordinator
• Inventory Control Specialist	• Service Operations Manager
• Warehouse Associate	• Training and Development Coordinator
• Warehouse Clerk	• Training Operations Specialist
• Warehouse Coordinator	• Project Coordinator – Operations
• Warehouse Manager	• Project Manager – Operations
• Materials Handler	• Health and Safety Coordinator
• Materials Planner	• Environmental Health and Safety Specialist
• Procurement Assistant	• Operational Excellence Manager
• Procurement Specialist	• Performance Improvement Analyst
• Purchasing Assistant	• Resource Coordinator
• Purchasing Coordinator	• Scheduling Coordinator
• Purchasing Manager	• Scheduling Specialist
• Distribution Supervisor	• Workforce Management Analyst
• Distribution Manager	

Planning

• Planner	• Transit Planner
• Planning Technician	• Mobility Planner
• City Planner	• GIS Planning Analyst
• Urban Planner	• Planning Analyst
• Regional Planner	• Planning Coordinator
• Community Planner	• Planning Manager
• Transportation Planner	• Planning Director
• Environmental Planner	• Planning and Zoning Coordinator
• Land Use Planner	• Planning and Zoning Specialist
• Comprehensive Planner	• Planning and Zoning Manager
• Development Planner	• Growth Management Planner
• Economic Development Planner	• Master Planning Specialist
• Strategic Planner	• Policy Planner
• Long-Range Planner	• Policy Analyst – Planning

• Short-Range Planner	• Public Works Planner
• Urban Design Planner	• Utilities Planner
• Zoning Planner	• Infrastructure Planner
• Site Development Planner	• Facilities Planner
• Permitting Planner	• Campus Planner
• Capital Improvement Planner	• Workforce Planner
• Capital Projects Planner	• Business Continuity Planner
• Historic Preservation Planner	• Emergency Management Planner
• Housing Planner	• Disaster Recovery Planner
• Sustainability Planner	• Strategic Initiatives Planner
• Resiliency Planner	• Environmental Review Specialist
• Parks and Recreation Planner	• Entitlement Specialist

Project Management

• Project Coordinator	• Scrum Master
• Project Manager	• Release Train Engineer
• Program Coordinator	• Product Owner
• Program Manager	• Product Manager
• Portfolio Manager	• Process Improvement Project Manager
• Project Administrator	• Process Improvement Analyst
• Project Analyst	• Continuous Improvement Manager
• Project Scheduler	• Risk Project Manager
• Project Controller	• Risk Analyst – Projects
• Project Planner	• Compliance Project Manager
• Project Support Specialist	• Quality Project Manager
• Project Management Specialist	• Grants Project Manager
• Project Management Consultant	• Capital Projects Manager
• PMO Coordinator	• Strategic Initiatives Project Manager
• PMO Analyst	• Transformation Project Manager
• PMO Manager	• Migration Project Manager
• Project Operations Manager	• Integration Project Manager
• Project Implementation Manager	• Vendor Management Project Manager
• Project Delivery Manager	• Contract Project Manager
• Project Execution Manager	• Implementation Specialist
• Technical Project Manager	• Implementation Manager
• IT Project Manager	• Deployment Manager
• Digital Project Manager	• Enterprise Project Manager

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| • Construction Project Manager | • Operations Project Manager |
| • Engineering Project Manager | • Facilities Project Manager |
| • Infrastructure Project Manager | • Environmental Project Manager |
| • Business Project Manager | • Community Development Project Manager |
| • Change Management Project Manager | • Public Works Project Manager |
| • Change Manager | • Urban Development Project Manager |
| • Agile Project Manager | |

Public Safety

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| • Police Officer | • Rescue Technician |
| • Police Detective | • Paramedic |
| • Police Sergeant | • Emergency Medical Technician (EMT) |
| • Police Lieutenant | • Hazardous Materials Technician |
| • Police Captain | • Hazardous Materials Specialist |
| • Police Chief | • Lifeguard |
| • Deputy Sheriff | • Security Officer |
| • Sheriff | • Security Supervisor |
| • Corrections Officer | • Public Safety Analyst |
| • Jail Officer | • Crime Analyst |
| • Probation Officer | • Crime Scene Technician |
| • Parole Officer | • Forensic Technician |
| • Court Security Officer | • Evidence Technician |
| • School Resource Officer | • Public Safety Training Officer |
| • Animal Control Officer | • Public Safety Training Coordinator |
| • Animal Control Supervisor | • Public Safety Records Technician |
| • Community Service Officer | • Public Safety Records Manager |
| • Public Safety Officer | • Emergency Services Coordinator |
| • Public Safety Dispatcher | • Emergency Services Manager |
| • 911 Dispatcher | • Public Safety Communications Manager |
| • Emergency Communications Technician | • Public Safety Compliance Officer |
| • Emergency Management Specialist | • Public Safety Operations Manager |
| • Emergency Management Coordinator | • Public Safety Program Manager |
| • Emergency Management Director | • Fleet Technician – Public Safety |
| • Firefighter | • Public Safety Logistics Specialist |
| • Fire Engineer | • Public Safety Support Specialist |
| • Fire Inspector | • Environmental Health and Safety Specialist (EHS) |
| • Fire Investigator | • Disaster Response Specialist |

• Fire Marshal	• Disaster Recovery Coordinator
• Fire Captain	• Homeland Security Specialist
• Fire Chief	• Public Health Emergency Preparedness Specialist