

Item 2: Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	32%	
Customer/Community Services	32%	
Finance/Accounting	32%	
General Labor/Maintenance	38%	
Planning/Program/Project Management	34%	
Professional/Management Services	34%	
Technical	35%	

Conversion fee:
0-30 days - 15% of
annual salary

31-60 days -10% of
annual salary

61-90 days -5% of
annual salary over

90 days - No fee

For each cell highlighted in yellow, Contractor has provided a fixed cost for the requested fee in the requested format. For **Proposed Markup Fee**, provide the amount in a percentage (%) of the total base staffing rate, that the Contractor will charge above and beyond the base staffing rate for each temporary staff member engaged based on the categories provided. For **Proposed Conversion Fee**, Contractor has provided a fixed cost in dollars (\$) that they intend to charge for conversion of the engaged temporary staff member to permanent employment based on the categories provided.

Item 3: Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	\$20.00
Senior Administrative Assistant	Administrative/Clerical	\$28.00
Clerk	Administrative/Clerical	\$17.00
Receptionist	Administrative/Clerical	\$17.00
Secretary	Administrative/Clerical	\$17.00
Code Enforcement Officer	Customer Service/Community Service	\$23.00
Volunteer Coordinator	Customer Service/Community Service	\$22.00
Accounting Technician	Finance/Accounting	\$24.00
Accounts Payable	Finance/Accounting	\$25.00
Auditor	Finance/Accounting	\$38.00
Fiscal Analyst	Finance/Accounting	\$35.00
Payroll Administrator	Finance/Accounting	\$29.00
Senior Accountant	Finance/Accounting	\$40.00
Crewleader	General Labor/Maintenance	\$23.00
Custodian	General Labor/Maintenance	\$15.00
Heavy Equipment Operator	General Labor/Maintenance	\$26.00
Laborer	General Labor/Maintenance	\$16.00
Maintenance Worker - Parks	General Labor/Maintenance	\$19.00
Maintenance Worker - Streets	General Labor/Maintenance	\$20.00
Utilities Technician	General Labor/Maintenance	\$25.00
GIS Technician II	Technical	\$34.00
Network Administrator	Technical	\$36.00
Network Specialist	Technical	\$40.00
Web Developer	Technical	\$40.00

Item 4: Catalog of Services

Occupation	Bill rate	
	Low	High
Accountant	\$ 35.73	\$ 62.25
Financial Analyst I	\$ 33.83	\$ 45.07
Financial Analyst II	\$ 43.80	\$ 61.22
Payroll Clerk	\$ 28.10	\$ 47.16
Cost Accounting Specialist	\$ 32.70	\$ 46.75
CPA	\$ 49.81	\$ 67.21
Financial / Business Analyst	\$ 44.28	\$ 63.86
Controller	\$ 66.02	\$ 101.46
Auditor I	\$ 40.92	\$ 53.94
Auditor II	\$ 50.41	\$ 68.30
Accounting Clerk I	\$ 28.63	\$ 37.60
Accounting Clerk III	\$ 31.09	\$ 46.89
Administrative Assistant	\$ 23.13	\$ 31.65
Call Center Representative	\$ 24.93	\$ 34.47
Copy Machine Operator	\$ 22.91	\$ 29.11
Court Reporter	\$ 27.14	\$ 35.32
Customer Service Representative I	\$ 23.84	\$ 29.62
Customer Service Representative II	\$ 27.88	\$ 35.86
Customer Service Representative III	\$ 33.58	\$ 42.62
Data Entry Operator I	\$ 23.52	\$ 27.63
Data Entry Operator II	\$ 27.38	\$ 30.92
Document Preparation Clerk	\$ 23.72	\$ 30.70
Executive Assistant	\$ 33.65	\$ 48.76
General Clerk I	\$ 24.43	\$ 30.18
General Clerk II	\$ 27.78	\$ 35.63
General Clerk III	\$ 33.20	\$ 38.40
Legal Secretary I	\$ 26.73	\$ 34.70
Legal Secretary II	\$ 33.44	\$ 43.31
Mail Room Clerk	\$ 22.10	\$ 27.30
Messenger Courier	\$ 21.00	\$ 26.70
Personnel Assistant (Employment) I	\$ 24.35	\$ 29.73
Personnel Assistant (Employment) II	\$ 26.89	\$ 33.86
Personnel Assistant (Employment) III	\$ 32.46	\$ 41.18
Production Control Clerk	\$ 24.92	\$ 34.76
Secretary I	\$ 23.68	\$ 28.67

Secretary II	\$ 28.09	\$ 33.16
Secretary III	\$ 31.43	\$ 40.10
Supply Technician	\$ 25.67	\$ 30.86
Receptionist/Switchboard Operator	\$ 24.82	\$ 31.85
Records Management Clerk	\$ 24.82	\$ 31.25
Travel Clerk I	\$ 24.13	\$ 31.92
Travel Clerk II	\$ 28.23	\$ 35.37
Travel Clerk III	\$ 30.88	\$ 38.52

Word Processor I	\$ 23.42	\$ 30.72
Word Processor II	\$ 27.92	\$ 35.29
Word Processor III	\$ 31.05	\$ 36.82
Teacher I	\$ 28.26	\$ 38.64
Teacher II	\$ 33.45	\$ 44.25
At Risk Counselor I	\$ 31.73	\$ 39.28
Forklift Operator	\$ 23.32	\$ 31.26
Gardener	\$ 24.24	\$ 31.15
General Maintenance Worker	\$ 23.73	\$ 28.93
Laborer	\$ 23.19	\$ 28.81
Librarian	\$ 24.31	\$ 33.80
Library Aide/Clerk	\$ 23.67	\$ 27.92
Library Technician	\$ 24.78	\$ 30.93
Material Coordinator	\$ 28.25	\$ 37.39
Material Handling Laborer	\$ 24.33	\$ 31.47
Order Filler	\$ 22.66	\$ 27.95
Shipping Packer	\$ 22.31	\$ 27.25
Shipping / Receiving Clerk	\$ 23.47	\$ 28.94
Stock Clerk	\$ 22.17	\$ 26.75
Park Naturalist	\$ 24.39	\$ 31.92
Recreation Specialist	\$ 23.66	\$ 32.37
Warehouse Specialist	\$ 25.19	\$ 29.61
Breath Alcohol Technician	\$ 26.49	\$ 36.19
Certified Occupational Therapist Assistant	\$ 31.51	\$ 44.34
Certified Physical Therapist Assistant	\$ 35.93	\$ 50.46
Claims Processor	\$ 25.16	\$ 32.87
Dental Assistant	\$ 25.59	\$ 32.79
Dental Hygienist	\$ 43.46	\$ 62.94
Dietary Aide	\$ 25.25	\$ 32.60
EKG Technician	\$ 27.65	\$ 36.77
Electroneurodiagnostic Technologist	\$ 30.95	\$ 45.74
Eligibility / Insurance Verifier	\$ 24.15	\$ 30.38
Eligibility Referral Coordinator	\$ 22.42	\$ 32.05
Emergency Medical Technician	\$ 26.81	\$ 38.92

Insurance Coordinator	\$ 23.55	\$ 33.51
Licensed Practical Nurse I	\$ 28.82	\$ 37.09
Licensed Practical Nurse II	\$ 33.59	\$ 45.02
Licensed Practical Nurse III	\$ 38.26	\$ 49.30
Medical Assistant	\$ 23.10	\$ 30.68
Medical Laboratory Technician	\$ 26.89	\$ 40.60
Medical Record Clerk	\$ 24.81	\$ 31.35
Medical Record Technician	\$ 23.89	\$ 30.69
Medical Transcriptionist	\$ 25.05	\$ 37.30
Nuclear Medicine Technologist	\$ 35.67	\$ 47.26
Nursing Assistant I	\$ 23.72	\$ 31.70

Nursing Assistant II	\$ 28.52	\$ 38.63
Nursing Assistant III	\$ 35.69	\$ 44.88
Nursing Assistant IV	\$ 39.20	\$ 50.43
Optical Dispenser	\$ 27.10	\$ 34.69
Optical Technician	\$ 26.75	\$ 38.06
Pharmacy Technician	\$ 26.55	\$ 31.97
Phlebotomist	\$ 24.09	\$ 35.91
Radiologic Technologist	\$ 34.07	\$ 44.14
Registered Nurse I	\$ 42.51	\$ 51.66
Registered Nurse II	\$ 48.69	\$ 57.16
Registered Nurse III	\$ 47.54	\$ 63.02
Registered Nurse IV	\$ 54.38	\$ 75.68
Scheduler (Drug and Alcohol Testing)	\$ 23.16	\$ 28.59
Substance Abuse Treatment Counselor	\$ 26.62	\$ 39.40
Application Developer	\$ 61.35	\$ 93.58
Application Support Analyst	\$ 59.68	\$ 84.97
Applications Engineer	\$ 73.56	\$ 94.49
Computer Programmer I	\$ 54.24	\$ 75.63
Computer Programmer II	\$ 69.85	\$ 82.95
Computer Programmer III	\$ 77.83	\$ 97.63
Computer Programmer IV	\$ 89.18	\$ 111.23
Computer Systems Analyst I	\$ 51.98	\$ 64.24
Computer Systems Analyst II	\$ 55.27	\$ 73.79
Computer Systems Analyst III	\$ 70.38	\$ 91.48
Customer Support Administrator	\$ 38.17	\$ 50.56
Customer Support Specialist	\$ 35.31	\$ 40.38
Database Administrator	\$ 65.14	\$ 94.27
Data Center Support Specialist	\$ 56.63	\$ 85.69
Desktop Support Manager	\$ 61.17	\$ 85.63
Desktop Support Specialist	\$ 60.20	\$ 82.93
Developer	\$ 56.86	\$ 93.64
Director of Technology	#####	\$ 204.24
Front End Web Designer	\$ 49.61	\$ 71.75
GIS (Geographic Info. Systems) Tech. I	\$ 47.81	\$ 73.22
GIS (Geographic Info. Systems) Tech. II	\$ 56.41	\$ 83.74
Help Desk Specialist	\$ 30.91	\$ 43.05
Help Desk Technician	\$ 31.07	\$ 43.40
Information Systems Project Manager	\$ 99.47	\$ 122.01
Information Technology Coordinator	\$ 89.39	\$ 110.79
Information Technology Director	\$ 150.00	\$ 188.13

Information Technology Manager	\$ 100.00	\$ 138.42
IT Support Manager	\$ 100.00	\$ 132.65
IT Support Specialist	\$ 94.16	\$ 121.95
IT Systems Administrator	\$ 60.94	\$ 83.41
Java Developer	\$ 67.65	\$ 93.08

Management Information Systems Director	\$ 150.00	\$ 199.35
Network/Communications Support Clerk	\$ 62.03	\$ 94.56
Network Systems Administrator	\$ 60.20	\$ 95.33
Peripheral Equipment Operator	\$ 40.73	\$ 61.51
Senior Database Administrator	\$ 88.78	\$ 116.38
Senior Network System Administrator	\$ 59.45	\$ 83.74
Senior Programmer	\$ 78.96	\$ 103.07
Senior Programmer Analyst	\$ 72.52	\$ 105.55
Senior Security Specialist	\$ 73.28	\$ 109.82
Senior Support Specialist	\$ 56.82	\$ 77.65
Senior System Administrator	\$ 60.22	\$ 80.89
Senior System Analyst	\$ 54.20	\$ 73.86
Senior Web Administrator	\$ 55.38	\$ 76.42
Senior Web Developer	\$ 60.88	\$ 83.14
Software Developer	\$ 60.23	\$ 95.92
Software Quality Assurance Analyst	\$ 63.02	\$ 80.75
Systems Administrator	\$ 58.09	\$ 83.98
Systems Analyst	\$ 58.42	\$ 85.28
Systems Designer	\$ 63.51	\$ 83.50
System Support Specialist	\$ 38.12	\$ 52.20
Technical Operations Officer	\$ 88.87	\$ 110.79
Technical Support Specialist	\$ 55.41	\$ 77.98
Technical Specialist	\$ 60.26	\$ 77.79
Telecommunications Specialist	\$ 44.79	\$ 59.67
Web Administrator	\$ 49.32	\$ 65.93
Web Developer	\$ 51.49	\$ 68.73
Web Master	\$ 63.90	\$ 80.50
Buyer I	\$ 28.12	\$ 38.60
Buyer II	\$ 35.36	\$ 44.81
Buyer III	\$ 35.89	\$ 56.04
Purchasing Manager	\$ 52.61	\$ 73.43
Attorney	\$ 52.76	\$ 81.48
Business Development Manager	\$ 63.08	\$ 86.72
Business Development Sales Rep.	\$ 46.20	\$ 72.71
Contract Administrator	\$ 35.50	\$ 48.60
Contract Specialist	\$ 38.99	\$ 56.85
Community Relations Representative II	\$ 27.42	\$ 39.65
Community Relations Representative III	\$ 33.22	\$ 52.35
Compliance Manager	\$ 36.83	\$ 62.18
Contract Administrator	\$ 35.50	\$ 48.60
Contract Manager	\$ 46.89	\$ 82.97
Executive Consultant	\$ 53.57	\$ 83.84
Facility Manager	\$ 27.65	\$ 54.60
Fire / HAZMAT Specialist	\$ 37.16	\$ 50.34
Grant Administrator	\$ 36.32	\$ 50.47

Housing Specialist	\$ 28.22	\$ 38.05
Human Resources Coordinator	\$ 29.67	\$ 38.56
Human Resources Manager	\$ 45.93	\$ 64.13
Human Resources Specialist	\$ 34.70	\$ 49.25
Inspection Manager	\$ 45.79	\$ 62.08
Inspection Specialists	\$ 32.84	\$ 43.97
Insurance Specialist I	\$ 26.45	\$ 36.39
Insurance Specialist II	\$ 32.00	\$ 42.01
Insurance Specialist III	\$ 39.12	\$ 50.57
Law Enforcement Specialist	\$ 39.68	\$ 49.27
Logistics Specialists	\$ 34.05	\$ 48.48
Logistics Manager	\$ 46.70	\$ 64.40
Marketing Specialist	\$ 39.21	\$ 59.83
Paralegal/Legal Assistant I	\$ 28.07	\$ 35.90
Paralegal/Legal Assistant II	\$ 33.52	\$ 39.96
Paralegal/Legal Assistant III	\$ 39.29	\$ 49.54
Paralegal/Legal Assistant IV	\$ 46.44	\$ 59.44
Park Ranger	\$ 28.60	\$ 39.07
Presentation Designer	\$ 36.81	\$ 53.96
Principle Consultant	\$ 100.00	\$ 132.58
Proofreader	\$ 26.87	\$ 44.93
Public Assistance Specialist	\$ 31.21	\$ 38.28
Safety Manager	\$ 48.41	\$ 65.48
Security - unarmed	\$ 23.52	\$ 30.73
Security - armed	\$ 26.88	\$ 31.80
Senior Writer	\$ 39.65	\$ 55.41
Social Media Manager	\$ 39.06	\$ 66.75
Transportation Manager	\$ 41.46	\$ 60.31
Website Designer	\$ 36.50	\$ 68.05
Wildlife Biologist	\$ 48.23	\$ 72.93
Environmental Coordinator I	\$ 36.23	\$ 50.53
Geologist	\$ 49.51	\$ 71.24
Cashier	\$ 23.67	\$ 29.90
Desk Clerk	\$ 22.51	\$ 28.78
Lifeguard	\$ 23.82	\$ 31.02
Park Attendant (Aide)	\$ 23.67	\$ 29.53
Recreation Aide/Health Facility Attendant	\$ 23.45	\$ 30.66
Recreation Specialist	\$ 25.03	\$ 31.22
Sales Clerk	\$ 23.25	\$ 28.97
School Crossing Guard	\$ 23.21	\$ 29.22
Sports Official	\$ 23.08	\$ 29.30
Load Ticket Data Entry Clerk	\$ 23.93	\$ 28.78