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## Item 2: Base Price Proposal

| Staffing Category | Proposed Mark Up Fee (%) | Proposed Conversion Fee |
|---|---|---|
| Administrative/Clerical | 33.00% | |
| Customer/Community Services | 33.00% | |
| Finance/Accounting | 33.00% | |
| General Labor/Maintenance | 33.00% | |
| Planning/Program/Project Management | 33.00% | |
| Professional/Management Services | 33.00% | |
| Technical | 34.00% | |

Conversion Fees Hours Flat Fee ($)
Administrative/Clerical 0-160 hrs $9,000.00
160-320 hrs $7,500.00
320-500 hrs $5,250.00
500+ hrs $-

Customer Service / Community Service 0-160 hrs $10,000.00
160-320 hrs $8,500.00
320-500 hrs $6,000.00
500+ hrs $-

Financial/Accounting 0-160 hrs $12,000.00
160-320 hrs $9,500.00
320-500 hrs $6,500.00
500+ hrs $-

Planning/Program/Project Management 0-160 hrs $12,000.00
160-320 hrs $10,000.00
320-500 hrs $7,000.00
500+ hrs $-

Technical 0-160 hrs $14,500.00
160-320 hrs $12,000.00
320-500 hrs $8,500.00

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## Item 3: Market Basket Pricing Sheet

| Position | Staffing Category | Base Staffing Rate |
|---|---|---|
| Administrative Assistant | Administrative/Clerical | $33.25 |
| Senior Administrative Assistant | Administrative/Clerical | $42.56 |
| Clerk | Administrative/Clerical | $25.27 |
| Receptionist | Administrative/Clerical | $23.94 |
| Secretary | Administrative/Clerical | $27.93 |
| Code Enforcement Officer | Customer Service/Community Service | $37.24 |
| Volunteer Coordinator | Customer Service/Community Service | $34.58 |
| Accounting Technician | Finance/Accounting | $34.58 |
| Accounts Payable | Finance/Accounting | $37.24 |
| Auditor | Finance/Accounting | $45.22 |
| Fiscal Analyst | Finance/Accounting | $42.56 |
| Payroll Administrator | Finance/Accounting | $39.90 |
| Senior Accountant | Finance/Accounting | $55.86 |
| Crewleader | General Labor/Maintenance | |
| Custodian | General Labor/Maintenance | |
| Heavy Equipment Operator | General Labor/Maintenance | |
| Laborer | General Labor/Maintenance | |
| Maintenance Worker - Parks | General Labor/Maintenance | |
| Maintenance Worker - Streets | General Labor/Maintenance | |
| Utilities Technician | General Labor/Maintenance | |
| GIS Technician II | Technical | $42.88 |
| Network Administrator | Technical | $64.32 |
| Network Specialist | Technical | $73.70 |
| Web Developer | Technical | $64.32 |

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**Item 4: Catalog of Services**

| Job Category/Roles | All inclusive hourly rates (Entry Level) | All inclusive hourly rates (Mid Level) | All inclusive hourly rates (Senior Level) |
|---|---|---|---|
| Administrative/Clerical | | | |
| Administrative Assistant | $26.60 | $33.25 | $42.56 |
| Clerk | $21.28 | $25.27 | $30.59 |
| Executive Assistant | $39.90 | $49.21 | $63.84 |
| Facilities Coordinator | $29.26 | $37.24 | $45.22 |
| Graphic Design Coordinator | $39.90 | $50.54 | $66.50 |
| Human Resources Coordinator | $31.92 | $39.90 | $53.20 |
| Human Resources Manager | $55.86 | $66.50 | $79.80 |
| Intern | $19.95 | $22.61 | $26.60 |
| Operations Manager | $49.21 | $55.86 | $69.16 |
| Plan Specialist | $29.26 | $35.91 | $42.56 |
| Procurement &Facility Coordinator | $37.24 | $46.55 | $55.86 |
| Program Manager | $59.85 | $73.15 | $86.45 |
| Receptionist | $23.94 | $30.59 | $37.24 |
| Secretary | $27.93 | $33.25 | $39.90 |
| Senior Administrative Assistant | $37.24 | $47.88 | $59.85 |
| Senior Business Development Liaison | $55.86 | $69.16 | $82.46 |
| Senior Human Resources Generalist | $42.56 | $50.54 | $59.85 |
| Senior Operations Specialist | $43.89 | $53.20 | $65.17 |
| Senior Operations Specialist Childcare | $39.90 | $49.21 | $59.85 |
| Senior Plan Specialist | $42.56 | $50.54 | $62.51 |
| Senior Program Manager | $79.80 | $93.10 | $106.40 |
| Senior Workforce Facilities Coordinator | $42.56 | $53.20 | $63.84 |
| Senior Workforce Planner | $46.55 | $55.86 | $69.16 |
| Special Projects Management Analyst | $42.56 | $50.54 | $59.85 |
| Special Projects Supervisor | $45.22 | $53.20 | $63.84 |
| Training and Development Coordinator | $39.90 | $49.21 | $59.85 |
| Training Support Specialist | $33.25 | $39.90 | $49.21 |
| Workforce Communications Spec. I | $37.24 | $46.55 | $59.85 |
| Workforce Development Manager | $53.20 | $66.50 | $79.80 |
| Workforce Planner II | $42.56 | $50.54 | $59.85 |
| Customer Service / Community Service | | | |
| 911 Database Supervisor | $47.88 | $59.85 | $74.48 |
| 911 Database Transition Specialist | $42.56 | $55.86 | $69.16 |
| 911 Operations Specialist | $39.90 | $50.54 | $62.51 |
| 911 Operations Supervisor | $50.54 | $62.51 | $77.14 |
| 911 Program Coordinator | $45.22 | $57.19 | $71.82 |

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| | | | |
|---|---|---|---|
| 911 Program Manager | $57.19 | $71.82 | $89.11 |
| 911 Systems Administrator | $55.86 | $69.16 | $86.45 |
| 911 Systems Design Integration Administrator | $59.85 | $74.48 | $93.10 |
| 911 Technical Operations Specialist | $42.56 | $55.86 | $69.16 |
| 911 Technical Program Supervisor | $54.53 | $69.16 | $86.45 |
| 911 Technician | $37.24 | $47.88 | $59.85 |
| Aging Supervisor of Contract Services | $42.56 | $55.86 | $71.82 |
| Aging Supervisor of Direct Services | $45.22 | $53.20 | $71.82 |
| Benefits Counselor | $39.90 | $50.54 | $62.51 |
| Case Manager | $39.90 | $50.54 | $62.51 |
| Child Care Manager | $42.56 | $54.53 | $69.16 |
| Code Enforcement Officer | $37.24 | $47.88 | $59.85 |
| Communications Coordinator | $37.24 | $47.88 | $59.85 |
| Communications Specialist I | $34.58 | $45.22 | $57.19 |
| Communications Specialist II | $39.90 | $50.54 | $62.51 |
| Communications Supervisor | $47.88 | $59.85 | $74.48 |
| Compliance Investigator | $45.22 | $57.19 | $71.82 |
| Early Childhood Specialist | $37.24 | $47.88 | $59.85 |
| Information Services Coordinator | $39.90 | $50.54 | $62.51 |
| Public Involvement Manager | $54.53 | $69.16 | $86.45 |
| Quality Assurance Manager | $57.19 | $71.82 | $89.11 |
| Quality Assurance Monitoring Supervisor | $50.54 | $62.51 | $77.14 |
| Senior Case Manager | $47.88 | $59.85 | $74.48 |
| Senior Quality Assurance Specialist | $50.54 | $59.85 | $77.14 |
| Volunteer Coordinator | $34.58 | $45.22 | $57.19 |
| Volunteer and Evidence-Based Programs Coordinator | $39.90 | $50.54 | $62.51 |
| Financial/Accounting | | | |
| Accountant | $42.56 | $53.20 | $66.50 |
| Accounting Manager | $57.19 | $71.82 | $89.11 |
| Accounting Services Specialist | $39.90 | $50.54 | $62.51 |
| Accounting Services Supervisor | $50.54 | $62.51 | $77.14 |
| Accounting Technician | $34.58 | $45.22 | $57.19 |
| Accounts Payable | $37.24 | $47.88 | $59.85 |
| Administrative Program Coordinator | $39.90 | $50.54 | $62.51 |
| Administrative Program Supervisor | $47.88 | $59.85 | $74.48 |
| Audit Manager | $62.51 | $73.15 | $93.10 |
| Auditor | $45.22 | $57.19 | $71.82 |
| Budget & Financial Reporting Manager | $59.85 | $74.48 | $93.10 |
| Business Development Manager | $55.86 | $69.16 | $86.45 |
| Chief Accounting Officer | $89.11 | $113.05 | $126.35 |
| Fiscal Analyst | $42.56 | $55.86 | $69.16 |
| Fiscal Data Analyst | $45.22 | $57.19 | $71.82 |
| Fiscal Manager | $57.19 | $73.15 | $86.45 |
| Grants & Contracts Administrator | $47.88 | $59.85 | $74.48 |
| Grants & Contracts Coordinator I | $39.90 | $50.54 | $62.51 |
| Grants & Contracts Coordinator II | $42.56 | $55.86 | $69.16 |

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| | | | |
|---|---|---|---|
| Grants &Contracts Manager | $59.85 | $74.48 | $93.10 |
| Grants &Contracts Supervisor | $50.54 | $62.51 | $77.14 |
| Payroll Administrator | $39.90 | $50.54 | $62.51 |
| Senior Accountant | $55.86 | $69.16 | $86.45 |
| Senior Auditor | $57.19 | $71.82 | $90.44 |
| Senior Fiscal Analyst | $50.54 | $62.51 | $77.14 |
| Senior Grants &Contracts Coordinator | $45.22 | $57.19 | $71.82 |
| Supervising Senior Accountant | $66.50 | $82.46 | $99.75 |
| Transportation Fiscal Operations Supervisor | $50.54 | $62.51 | $77.14 |
| Transportation Accounting &Reporting Supervisor | $55.86 | $69.16 | $86.45 |
| General Labor/Maintenance | | | |
| Crewleader | No Bid | No Bid | No Bid |
| Custodian | No Bid | No Bid | No Bid |
| Heavy Equipment Operator | No Bid | No Bid | No Bid |
| Laborer | No Bid | No Bid | No Bid |
| Maintenance Worker- Parks | No Bid | No Bid | No Bid |
| Maintenance Worker- Streets | No Bid | No Bid | No Bid |
| Utilities Technician | No Bid | No Bid | No Bid |
| Planning/Program/Project Management | | | |
| Environment &Development Planner I | $41.23 | $53.20 | $66.50 |
| Environment &Development Planner II | $55.86 | $66.50 | $79.80 |
| Environment &Development Planner III | $69.16 | $79.80 | $93.10 |
| Environment &Development Technology Coordinator | $39.90 | $53.20 | $66.50 |
| Manager of Environment &Development Programs | $86.45 | $99.75 | $113.05 |
| Principal Transportation/Air Quality Planner | $34.58 | $46.55 | $59.85 |
| Senior Environment and Development Planner | $54.53 | $66.50 | $79.80 |
| Air Quality Operations Analyst II | $46.55 | $58.52 | $71.82 |
| Air Quality Operations Coordinator | $34.58 | $46.55 | $59.85 |
| Air Quality Operations Manager | $87.78 | $99.75 | $113.05 |
| Air Quality Operations Services Assistant | $26.60 | $37.24 | $50.54 |
| Air Quality Operations Services Assistant II | $39.90 | $53.20 | $66.50 |
| Project Engineer | $55.86 | $66.50 | $79.80 |
| Senior Transportation/Air Quality Planner | $74.48 | $86.45 | $99.75 |
| Senior Transportation System Modeler | $53.20 | $66.50 | $79.80 |
| Transportation Program Assistant II | $45.22 | $55.86 | $66.50 |
| Transportation/Air Quality Planner I | $34.58 | $46.55 | $59.85 |
| Transportation/Air Quality Planner II | $47.88 | $59.85 | $73.15 |
| Transportation/Air Quality Planner III | $61.18 | $73.15 | $86.45 |
| Transportation System Modeler I | $42.56 | $53.20 | $66.50 |
| Transportation System Modeling Manager | $69.16 | $79.80 | $93.10 |
| Transportation System Modeler II | $55.86 | $69.16 | $79.80 |
| Transportation System Operations Supervisor | $61.18 | $73.15 | $86.45 |
| Technical | | | |
| Audio/Video Computer Support Technician | $30.82 | $37.52 | $50.92 |
| Chief Technology Officer | $167.50 | $201.00 | $234.50 |
| Computer Support Technician | $24.12 | $33.50 | $42.88 |

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| | | | |
|---|---|---|---|
| Counsel for Transportation | $46.90 | $60.30 | $87.10 |
| Data Applications Manager | $80.40 | $93.80 | $107.20 |
| Digital Media Specialist | $34.84 | $42.88 | $60.30 |
| GIS Application Developer | $53.60 | $67.00 | $80.40 |
| GIS Project Coordinator | $37.52 | $50.92 | $67.00 |
| GIS Technician II | $32.16 | $42.88 | $53.60 |
| Information Analyst Supervisor | $60.30 | $73.70 | $87.10 |
| Computer Support Technician | $24.12 | $33.50 | $42.88 |
| Information Security Officer | $80.40 | $93.80 | $107.20 |
| IT Applications Manager | $77.72 | $87.10 | $100.50 |
| IT Infrastructure Manager | $87.10 | $100.50 | $113.90 |
| Manager of Data Integrity | $50.92 | $60.30 | $77.72 |
| Manager of Research | $60.30 | $77.72 | $93.80 |
| Manager of Workforce Development Information | $56.28 | $73.70 | $87.10 |
| Network Administrator | $50.92 | $64.32 | $77.72 |
| Network Specialist | $56.28 | $73.70 | $87.10 |
| Research Associate II | $40.20 | $49.58 | $60.30 |
| Senior Database Specialist | $80.40 | $96.48 | $113.90 |
| Senior Information Analyst | $64.32 | $76.38 | $91.12 |
| Senior Network Administrator | $60.30 | $73.70 | $87.10 |
| Senior Research Associate | $50.92 | $60.30 | $71.02 |
| Information Center Assistant | $24.12 | $30.82 | $37.52 |
| Solutions Analyst | $60.30 | $73.70 | $87.10 |
| Systems Engineer | $73.70 | $87.10 | $107.20 |
| Technology Support Coordinator | $37.52 | $44.22 | $53.60 |
| Web Developer | $50.92 | $64.32 | $77.72 |