

PRICING FORM

Complete Parts I, II, III, and IV, below. Indicate on the form if a continuation sheet is attached to address any component.

“Initial Term” means 7/1/08 through 6/30/09; “1st Option Term” means 7/1/09 through 6/30/10; and “2nd Option Term” means 7/1/10 through 6/30/11.

Part I: Salary Rate Ranges or Subcontractor Billing Rate Ranges.

For each of the temporary positions listed below, and further described in Exhibit F, Classifications, set forth in Attachment B, Master Agreement Terms, propose the rate range, for each term, as defined above, by providing either (i) the proposing temporary staffing agency’s salary or pay rate range or (ii) the billing rate range of its subcontractor. For each rate range proposed, provide the applicable name of the proposing temporary staffing agency or its proposed subcontractor.

<i>No.</i>	<i>Position Title</i>	<i>Identify Temporary Staffing Agency or Subcontractor</i>	<i>Rate Range – Initial Term</i>	<i>Rate Range – 1st Option Term</i>	<i>Rate Range – 2nd Option Term</i>
1	Administrative Coordinator I				
2	Administrative Coordinator II				
3	Secretary I				
4	Secretary II				
5	File Clerk				
6	Mail Room Clerk				
7	Receptionist				
8	Office Technician				
9	Office Assistant				
10	Data Entry Clerk				
11	Accounting Clerk				

Request for Proposal Number HR 07-08-SS

Attachment E

Pricing Form

<i>No.</i>	<i>Position Title</i>	<i>Identify Temporary Staffing Agency or Subcontractor</i>	<i>Rate Range – Initial Term</i>	<i>Rate Range – 1st Option Term</i>	<i>Rate Range – 2nd Option Term</i>
12	Sr. Accounting Clerk				
13	Accounting Technician				
14	Accountant I				
15	Accountant II				
16	Accountant III				
17	Paralegal I				
18	Paralegal II				
19	Paralegal III				
20	Attorney I				
21	Attorney II				
22	Attorney III				
23	Staff Analyst I				
24	Staff Analyst II				
25	Staff Analyst III				
26	Editor				
27	Graphic Designer				
28	Contract Specialist I				
29	Contract Specialist II				

<i>No.</i>	<i>Position Title</i>	<i>Identify Temporary Staffing Agency or Subcontractor</i>	<i>Rate Range – Initial Term</i>	<i>Rate Range – 1st Option Term</i>	<i>Rate Range – 2nd Option Term</i>
30	Contract Specialist III				
31	Help Desk Assistant				
32	Assistant Librarian				
33	Library Technician				
34	Research Technician				
35	Human Resources Analyst				
36	Systems Technician				
37	Sr. Systems Technician				
38	Network Analyst				
39	Sr. Network Analyst				
40	Web Content Strategist				
41	Intern				

Part II: Mark-Up.

A salary rate or subcontractor billing rate, within the ranges proposed in Part I, above, will be the payment to the proposing temporary staffing agency's temporary personnel or its subcontracted staff which actually provides the temporary service. Below, propose each of the mark-up rates, by each term

as defined above, which will be the temporary staffing agency’s compensation for providing for temporary staffing.

1. *Contractor Mark-up* (the temporary staffing agency’s mark-up charge from its employees’ pay or salary rates, which when added to its employees’ pay or salary rates, results in the billing rates to the AOC).

<i>No.</i>	<i>Position Title</i>	<i>Mark-up Rate – Initial Term</i>	<i>Mark-up Rate - 1st Option Term</i>	<i>Mark-up Rate – 2nd Option Term</i>
1	Contractor Mark-up			

2. *AOC Referral Mark-up* (the temporary staffing agency’s mark-up charge from its employees’ pay or salary rates for employees referred to the temporary staffing agency by the AOC, which when added to its employees’ pay or salary rates, results in the billing rates to the AOC).

<i>No.</i>	<i>Position Title</i>	<i>Mark-up Rate – Initial Term</i>	<i>Mark-up Rate - 1st Option Term</i>	<i>Mark-up Rate – 2nd Option Term</i>
2	AOC Referral Mark-up			

3. *Subcontractor Mark-up* (the temporary staffing agency’s mark-up charge from the subcontractor’s billing rates, which when added to the subcontractor’s billing rates, results in the billing rate to the AOC).

<i>No.</i>	<i>Position Title</i>	<i>Mark-up Rate – Initial Term</i>	<i>Mark-up Rate - 1st Option Term</i>	<i>Mark-up Rate – 2nd Option Term</i>
3	Subcontractor Mark-up			

Part III: Additional Pricing.

For each of the following, provide either proposed pricing and/or method for calculation of pricing or explanation describing why no pricing or pricing approach is proposed.

1. *Overtime Rate:* _____

_____.

2. *Applicable Volume Discount and Associated Period:* _____

_____.

3. *Rates proposed must be inclusive of all burdened elements of cost. Describe pricing model proposed for sick leave and health benefits to be provided to your temporary employees, considering San Francisco Health Care Security Ordinance, Chapter 14 of the San Francisco Administrative Code, and San Francisco Paid Sick Leave Ordinance, Chapter 12W of the San Francisco Administrative Code:*

_____.

Part IV: Certification.

The undersigned is authorized to bind the proposing temporary staffing agency and certifies on the proposing temporary staffing agency's behalf that the pricing offered is binding for at least 90 days following the deadline for submission. Additionally, the undersigned certifies that the proposing temporary staffing agency and any proposed subcontractor has the financial capability to perform the work which is the subject of this solicitation and knows of no personal and/or organizational conflicts of interest prohibited under federal, state, and local law. The proposing temporary staffing agency certifies that its Cost Proposal is submitted in accordance with this solicitation and all issued addenda, if any, and that it agrees to sign the State's Agreement form, if awarded a contract.

Proposing Temporary staffing agency: _____

Signature: _____

Title: _____

Date: _____

END OF ATTACHMENT