



CMHA SOLICITATION 2023-5007
Contract Labor and Executive Search Services
ATTACHMENT B FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

Contract Labor Services

Proposed Fees: The pricing shall be identified by the percentage premium for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	_____ %
Maintenance/Janitorial/Building and Grounds Specialists	_____ %
Human Resources	_____ %
Finance and Accounting	_____ %
Information Technology	_____ %
Legal	_____ %
Procurement and Purchasing	_____ %
Inventory Warehouse	_____ %
Fleet and Facility	_____ %
Real Estate and Development Housing	_____ %
Construction Administration and Project Management	_____ %



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Affordable Housing and Property Management	_____ %
Housing Choice Voucher	_____ %

Contract Labor Services Direct Placement Services

Proposed Fees: The pricing shall be identified by the percentage premium for each classification to apply to the CMHA pay rate. The percentage premium shall be paid on the first year’s salary.

Classification	Firm Fixed Premium
Administrative/Clerical Support	_____ %
Maintenance/Janitorial/ Building and Grounds Specialists	_____ %
Executive Office (VP(s) of Operations, Programs or Administration	_____ %
Finance and Accounting	_____ %
Information Technology	_____ %
Legal	_____ %
Human Resources	_____ %
Procurement and Purchasing	_____ %
Inventory & Warehouse	_____ %
Fleet and Facility	_____ %
Real Estate Acquisitions and Development of Housing	_____ %
Construction Administration and Project Management	_____ %



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Housing Choice Voucher Program Administration	_____ %
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Contract Labor Services Conversion Fees

Proposed Fees: The pricing shall be identified by the percentage premium for each classification to apply to the CMHA pay rate. The percentage premium shall be paid on the first year’s salary. The percentage premium shall be based on the amount of time the Contractor’s employee has performed work for CMHA. Additional columns may be added if needed.

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours	Contractor fill-in	Contractor fill-in
Administrative/ Clerical Support	_____ %	_____ %	_____ %	_____ %	_____ %
Maintenance/Janitorial/ Building and Grounds Specialists	_____ %	_____ %	_____ %	_____ %	_____ %

Contract Labor Services when CMHA sources temporary employee

Proposed Fees: The pricing shall be identified by the percentage premium for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	_____ %
Maintenance/Janitorial/Building and Grounds Specialists	_____ %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____



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EXECUTIVE SEARCH SERVICES:

Temporary Placement and Temporary Placement to Hire

Description	Firm Fixed Premium	Length of Time for No Conversion Fee
Executive Department (COO, VP(s) of Operations, Programs or Administration)	%	
Finance and Accounting	%	
Information Technology	%	
Legal	%	
Human Resources	%	
Procurement and Purchasing	%	
Inventory & Warehouse	%	
Fleet and Facility	%	
Real Estate Acquisitions and Development of Housing	%	
Construction Administration and Project Management	%	
Affordable to Market Housing Administration and Property Management	%	
Housing Choice Voucher Program Administration	%	
General Maintenance	%	
Call Center/Customer Service	%	



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Recruitment

Proposed Fees: The pricing shall be identified by the percentage premium to apply to the CMHA pay rate or firm flat fee per placement (not to exceed \$50,000). The percentage premium shall be paid on the first year's salary.

_____ % Firm Fixed Premium OR \$ _____ Firm Flat Fee per Placement

Fees shall not be paid until the candidate has been placed and commenced work.

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the RFP.

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party.

Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

Date: _____, 2023

Company: _____

Address: _____

City, State, Zip _____

Phone(s): _____

Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____

DUNS #: _____