



ADDENDUM #1

Request for Proposals
Direct Placement Recruitment
Solicitation No. 2024-5017

Originally Issued October 30, 2024

Addendum 1 – Issued November 6, 2024

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

CHANGES:

The Fee Submission Form is deleted and replaced with the attached form. The Proposal Packet has been revised to include this document.

The attached pricing information is added to Attachment A Scope of Work.

QUESTIONS:

1. Does this solicitation replace the existing direct placement pricing in SOL 2024-5009? **No, this is a supplemental opportunity.**
2. Can you share the volume of positions per year that will be required to fill at each classification (Administrative, etc)? **Volume of positions cannot be guaranteed at this time as it is dependent on the business need and also if there is attrition.**
3. The Fee Submission Form in the new solicitation requests an hourly rate for staff augmentation services. Typically, the staff augmentation services has called for a mark up. The reason a mark up may be more useful compared to a fixed hourly rate is because in certain classifications, the pay rate can vary drastically. For example, in Finance and Accounting, you could have a \$20 / hour AP candidate or a \$150k / year Controller all in the same classification of Finance and Accounting.

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: www.cintimha.com

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With that information, would it be possible to change the staff augmentation portion of the Fee Submission Form to a mark up not a fixed hourly rate? **Submitting a mark up is acceptable. Please see updated Fee Submission Form.**

4. Please confirm whether this is a new initiative or if there are existing incumbents. If so, please provide the names of the incumbent vendors and their pricing structures? **This is a new initiative, but the scope is similar to recent solicitation 2024-5009 Contract Labor and Executive Search Services for Finance And Executive Positions. Current vendors are Radgov, Inc.; Tryfacta, Inc.; Inficare Health Inc. Db a Inficare Tech; Info Way Solutions Llc; Abacus Service Corporation; Athena Consulting, Llc; 22nd Century Technologies, Inc.; Clovity Inc.; Infojini Inc.; Maven Workforce Inc.; Compunnel Software Group, Inc.; Technostaff Llc Db a Honorvet Technologies; Softsages Llc; Encloud Services Llc; Volition Iit Inc.; Cogent Infotech Corporation; Think Beyond Inc.; Lancesoft, Inc.; Akshar It Solutions Llc Db a Akshar Staffing; Diskriter, Inc.; Precision Staffing Services, Llc; Botg Llc; Vish Consulting Services, Inc.; Aquarius Professional Staffing; California Creative Solutions, Inc.; Waditek Llc; Eastern Personnel Services, Inc.; Elegant Enterprise-Wide Solutions, Inc.; Broadview Technical Solutions; Bayinfotech, Llc; Eitacies Inc.; and Msys, Inc. Pricing information is attached.**

5. What is the budget allocated for this bid? **Please refer to Attachment A Scope of Work 5.2.1.**

6. What has been the estimated annual spending under this contract in the past for each of the incumbent vendors. **The current contracts 2024-5009 Contract Labor and Executive Search Services for Finance And Executive Positions have not had any spending since September, 2024.**

7. What would be the process for transitioning existing candidates if the incumbent vendors are not awarded the contract this time? **No candidates will be transitioned. This is a supplemental opportunity.**

8. Are there any challenges currently faced with fulfilling needs under the existing contracts or specific improvements you are seeking? **No.**

9. How many vendors do you anticipate awarding contracts to? **The Authority intends to select a pool of recruitment firms. The actual number of pool participants chosen will depend on the number of qualified proposals received.**

10. Is there a preference for local vendors in this bidding process? **No.**

END OF ADDENDUM TO DATE 11/6/24

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**CMHA SOLICITATION 2024-5017
Direct Placement Recruitment
FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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 Recruitment firm 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	_____ %
Human Resources	_____ %
Finance and Accounting	_____ %
Procurement	_____ %
Central Purchasing	_____ %
Warehouse Management	_____ %
Information Technology	_____ %
Legal	_____ %
Property Management	_____ %



**CMHA SOLICITATION 2024-5017
Direct Placement Recruitment
FEE SUBMISSION FORM**

Temp to Hire 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	_____ %
Executive Office (VP(s) of Operations, Programs or Administration	_____ %
Finance and Accounting	_____ %
Human Resources	_____ %
Procurement	_____ %
Central Purchasing	_____ %
Warehouse Management	_____ %
Information Technology	_____ %
Legal	_____ %
Property Management	_____ %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	_____ %	_____ %	_____ %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____



**CMHA SOLICITATION 2024-5017
Direct Placement Recruitment
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	_____ %
Executive Office (VP(s) of Operations, Programs or Administration	_____ %
Finance and Accounting	_____ %
Human Resources	_____ %
Procurement	_____ %
Central Purchasing	_____ %
Warehouse Management	_____ %
Information Technology	_____ %
Legal	_____ %
Property Management	_____ %

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 \$75,000). 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.



**CMHA SOLICITATION 2024-5017
Direct Placement Recruitment
FEE SUBMISSION FORM**

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: _____

Company: _____

Address: _____

City, State, Zip _____

Phone(s): _____

Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>28.62</u> /Hr
Human Resources	\$ <u>52.73</u> /Hr
Finance and Accounting	\$ <u>56.73</u> /Hr
Procurement	\$ <u>44.45</u> /Hr
Central Purchasing	\$ <u>45.24</u> /Hr
Warehouse Management	\$ <u>27.45</u> /Hr
Information Technology	\$ <u>79.64</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>8.00</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>8.00</u> %
Finance and Accounting	<u>8.00</u> %
Human Resources	<u>8.00</u> %
Procurement	<u>8.00</u> %
Central Purchasing	<u>8.00</u> %
Warehouse Management	<u>8.00</u> %
Information Technology	<u>8.00</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>8.00</u> %	<u>5.00</u> %	<u>2.00</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 0.00001% on 1Million plus



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>10.00</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>10.00</u> %
Finance and Accounting	<u>10.00</u> %
Human Resources	<u>10.00</u> %
Procurement	<u>10.00</u> %
Central Purchasing	<u>10.00</u> %
Warehouse Management	<u>10.00</u> %
Information Technology	<u>10.00</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

_____ % Firm Fixed Premium OR \$ 5,000.00 Firm Flat Fee per Placement

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

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 0.00001% on 1Million plus

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



CMHA SOLICITATION 2024-5009
Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ ____/Hr
Human Resources	\$ ____/Hr
Finance and Accounting	\$ ____/Hr
Procurement	\$ ____/Hr
Central Purchasing	\$ ____/Hr
Warehouse Management	\$ ____/Hr
Information Technology	\$ ____/Hr

As per ADDENDUM #2 issued on May 6, 2024 Question 41 and its response, Tryfacta, Inc. is hereby submitting percentage markup instead of firm fixed premium.

Markup Percentage- 28.00% for each classification to apply to the CMHA pay rate.



CMHA SOLICITATION 2024-5009
Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

Temp to Hire 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	<u>12.00</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>12.00</u> %
Finance and Accounting	<u>12.00</u> %
Human Resources	<u>12.00</u> %
Procurement	<u>12.00</u> %
Central Purchasing	<u>12.00</u> %
Warehouse Management	<u>12.00</u> %
Information Technology	<u>12.00</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>12.00</u> %	<u>10.00</u> %	<u>8.00</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____



CMHA SOLICITATION 2024-5009
Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>12.00</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>12.00</u> %
Finance and Accounting	<u>12.00</u> %
Human Resources	<u>12.00</u> %
Procurement	<u>12.00</u> %
Central Purchasing	<u>12.00</u> %
Warehouse Management	<u>12.00</u> %
Information Technology	<u>12.00</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

12.00 % 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: 0.50 % if invoice paid within 10 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$_____/Hr
Human Resources	\$_____/Hr
Finance and Accounting	\$_____/Hr
Procurement	\$_____/Hr
Central Purchasing	\$_____/Hr
Warehouse Management	\$_____/Hr
Information Technology	\$_____/Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>26</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>26</u> %
Finance and Accounting	<u>26</u> %
Human Resources	<u>26</u> %
Procurement	<u>26</u> %
Central Purchasing	<u>26</u> %
Warehouse Management	<u>26</u> %
Information Technology	<u>26</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>12</u> %	<u>8</u> %	<u>4</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 1.5 %



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>12</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>12</u> %
Finance and Accounting	<u>12</u> %
Human Resources	<u>12</u> %
Procurement	<u>12</u> %
Central Purchasing	<u>12</u> %
Warehouse Management	<u>12</u> %
Information Technology	<u>12</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

12 % 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: 1.5 %

DISCOUNT OFFERED FOR EARLY PAYMENT: 1 % if invoice paid within 20 days of properly submitted invoice as stated in the RFP.

PROPOSED FEES

CMHA SOLICITATION 2024-5009
**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>27</u> /Hr
Human Resources	\$ <u>42.50</u> /Hr
Finance and Accounting	\$ <u>44.00</u> /Hr
Procurement	\$ <u>43.00</u> /Hr
Central Purchasing	\$ <u>45.00</u> /Hr
Warehouse Management	\$ <u>46.00</u> /Hr
Information Technology	\$ <u>62.00</u> /Hr


CMHA SOLICITATION 2024-5009
**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**
Temp to Hire 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	<u>12</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>12</u> %
Finance and Accounting	<u>12</u> %
Human Resources	<u>12</u> %
Procurement	<u>12</u> %
Central Purchasing	<u>12</u> %
Warehouse Management	<u>12</u> %
Information Technology	<u>12</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>12</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 1 %


CMHA SOLICITATION 2024-5009
**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**
Shared Services and Executive Search Services:
Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>12</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>12</u> %
Human Resources	<u>12</u> %
Procurement	<u>12</u> %
Central Purchasing	<u>12</u> %
Warehouse Management	<u>12</u> %
Information Technology	<u>12</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

12 % 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: 0.5 % if invoice paid within 7 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>30%</u> /Hr
Human Resources	\$ <u>32%</u> /Hr
Finance and Accounting	\$ <u>32%</u> /Hr
Procurement	\$ <u>32%</u> /Hr
Central Purchasing	\$ <u>32%</u> /Hr
Warehouse Management	\$ <u>35%</u> /Hr
Information Technology	\$ <u>35%</u> /Hr



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

Temp to Hire 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	<u>13</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>14</u> %
Finance and Accounting	<u>14</u> %
Human Resources	<u>14</u> %
Procurement	<u>14</u> %
Central Purchasing	<u>14</u> %
Warehouse Management	<u>14</u> %
Information Technology	<u>14</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>12</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 1%



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>13</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>14</u> %
Finance and Accounting	<u>14</u> %
Human Resources	<u>14</u> %
Procurement	<u>14</u> %
Central Purchasing	<u>14</u> %
Warehouse Management	<u>14</u> %
Information Technology	<u>14</u> %

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 \$75,000). 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: 1%

DISCOUNT OFFERED FOR EARLY PAYMENT: 1 % if invoice paid within 30 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>5.70</u> /Hr*
Human Resources	\$ <u>9.00</u> /Hr*
Finance and Accounting	\$ <u>8.70</u> /Hr*
Procurement	\$ <u>7.80</u> /Hr*
Central Purchasing	\$ <u>7.50</u> /Hr*
Warehouse Management	\$ <u>7.80</u> /Hr*
Information Technology	\$ <u>9.00</u> /Hr*

*The premium rate provided is in addition to the agreed upon pay rate.



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: N/A as we provide our best pricing based on the above information.

* When the resource is a temporary employee directly employed by ATHENA, the bill rate will have the Staff Augmentation Services Firm Fixed Premium added to the employee pay rate.



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

20 % 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: N/A as we provide our best pricing based on the above information.

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>23.40</u> /Hr
Human Resources	\$ <u>32.50</u> /Hr
Finance and Accounting	\$ <u>45.50</u> /Hr
Procurement	\$ <u>45.50</u> /Hr
Central Purchasing	\$ <u>41.60</u> /Hr
Warehouse Management	\$ <u>26.00</u> /Hr
Information Technology	\$ <u>97.50</u> /Hr





CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

Temp to Hire 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	<u>12</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>12</u> %
Finance and Accounting	<u>12</u> %
Human Resources	<u>12</u> %
Procurement	<u>12</u> %
Central Purchasing	<u>12</u> %
Warehouse Management	<u>12</u> %
Information Technology	<u>12</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>12</u> %	<u>09</u> %	<u>06</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: N/A





CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

15 % 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: N/A

DISCOUNT OFFERED FOR EARLY PAYMENT: 01% % if invoice paid within 20 days of properly submitted invoice as stated in the RFP.





CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>23.40</u> /Hr
Human Resources	\$ <u>28.60</u> /Hr
Finance and Accounting	\$ <u>32.50</u> /Hr
Procurement	\$ <u>26.00</u> /Hr
Central Purchasing	\$ <u>26.00</u> /Hr
Warehouse Management	\$ <u>23.40</u> /Hr
Information Technology	\$ <u>41.60</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>13</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>13</u> %
Finance and Accounting	<u>13</u> %
Human Resources	<u>13</u> %
Procurement	<u>13</u> %
Central Purchasing	<u>13</u> %
Warehouse Management	<u>13</u> %
Information Technology	<u>13</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>10</u> %	<u>8</u> %	<u>6</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 10% discount for minimum 10 placements in a month.



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>13</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>13</u> %
Finance and Accounting	<u>13</u> %
Human Resources	<u>13</u> %
Procurement	<u>13</u> %
Central Purchasing	<u>13</u> %
Warehouse Management	<u>13</u> %
Information Technology	<u>13</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

13 % 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: 10% discount for minimum 10 placements in a month.

DISCOUNT OFFERED FOR EARLY PAYMENT: 3 % if invoice paid within 15 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>32%</u> /Hr
Human Resources	\$ <u>32%</u> /Hr
Finance and Accounting	\$ <u>32%</u> /Hr
Procurement	\$ <u>32%</u> /Hr
Central Purchasing	\$ <u>32%</u> /Hr
Warehouse Management	\$ <u>32%</u> /Hr
Information Technology	\$ <u>32%</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>18</u> %	<u>16</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: for more than 5 placements - 5% discount
for more than 10 placements - 2% discount



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

18 % 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: for more than 5 placements - 1% discount

DISCOUNT OFFERED FOR EARLY PAYMENT: 1 % if invoice paid within 10 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u> 8 </u> /Hr
Human Resources	\$ <u> 8 </u> /Hr
Finance and Accounting	\$ <u> 8 </u> /Hr
Procurement	\$ <u> 8 </u> /Hr
Central Purchasing	\$ <u> 8 </u> /Hr
Warehouse Management	\$ <u> 8 </u> /Hr
Information Technology	\$ <u> 15 </u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>21</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>31</u> %
Finance and Accounting	<u>21</u> %
Human Resources	<u>21</u> %
Procurement	<u>21</u> %
Central Purchasing	<u>21</u> %
Warehouse Management	<u>21</u> %
Information Technology	<u>21</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15</u> %	<u>10</u> %	<u>5</u> %

\$1,000,001-3,000,000 2.00 %
 \$3,000,001-5,000,001 2.50 %
 \$5,000,001 and above 3.50%

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS:



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>20</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

16 % 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: 1 % if invoice paid within 7 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>35 - 40</u> /Hr
Human Resources	\$ <u>40 - 50</u> /Hr
Finance and Accounting	\$ <u>45 - 60</u> /Hr
Procurement	\$ <u>45 - 55</u> /Hr
Central Purchasing	\$ <u>35 - 45</u> /Hr
Warehouse Management	\$ <u>35 - 45</u> /Hr
Information Technology	\$ <u>60 - 100</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>15</u> %
Information Technology	<u>15</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>20</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: None



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>16</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>16</u> %
Finance and Accounting	<u>16</u> %
Human Resources	<u>16</u> %
Procurement	<u>16</u> %
Central Purchasing	<u>16</u> %
Warehouse Management	<u>16</u> %
Information Technology	<u>16</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

16 % 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: None

DISCOUNT OFFERED FOR EARLY PAYMENT: 1 % if invoice paid within 7 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>12.60</u> /Hr
Human Resources	\$ <u>16.80</u> /Hr
Finance and Accounting	\$ <u>16.80</u> /Hr
Procurement	\$ <u>21.00</u> /Hr
Central Purchasing	\$ <u>25.20</u> /Hr
Warehouse Management	\$ <u>12.60</u> /Hr
Information Technology	\$ <u>25.20</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>18</u> %	<u>15</u> %	<u>13</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 5%



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

18 % 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: 5%

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within - days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>65</u> /Hr
Human Resources	\$ <u>70</u> /Hr
Finance and Accounting	\$ <u>75</u> /Hr
Procurement	\$ <u>60</u> /Hr
Central Purchasing	\$ <u>60</u> /Hr
Warehouse Management	\$ <u>55</u> /Hr
Information Technology	\$ <u>140</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>20</u> %	<u>15</u> %	<u>12</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: N/A



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>15</u> %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

15 % 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: N/A

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



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ _____/Hr
Human Resources	\$ _____/Hr
Finance and Accounting	\$ _____/Hr
Procurement	\$ _____/Hr
Central Purchasing	\$ _____/Hr
Warehouse Management	\$ _____/Hr
Information Technology	\$ _____/Hr

As part of our comprehensive proposal submission, we have included a detailed "Pricing Sheet" as a separate attachment. This document provides an itemized breakdown of all costs associated with our staffing services, ensuring transparency and clarity in our pricing structure.

Please review the attached "Pricing Sheet" to gain a full understanding of the financial aspects of our proposal. Should you require any clarification or further details regarding our pricing or any other components of our submission, please do not hesitate to contact Mr. Chandra S. Nallam, our President and Program Manager, at your convenience.



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>15</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>20</u> %	<u>15</u> %	<u>10</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 2%



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>10</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

20 % Firm Fixed Premium OR \$ 15,000.00 Firm Flat Fee per Placement

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

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 1%

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



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>80</u> /Hr
Human Resources	\$ <u>90</u> /Hr
Finance and Accounting	\$ <u>90</u> /Hr
Procurement	\$ _____/Hr
Central Purchasing	\$ _____/Hr
Warehouse Management	\$ _____/Hr
Information Technology	\$ <u>110</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u> </u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u> </u> %
Central Purchasing	<u> </u> %
Warehouse Management	<u> </u> %
Information Technology	<u>15</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>25</u> %	<u>20</u> %	<u>15</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 5%



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>10</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u> </u> %
Finance and Accounting	<u>10</u> %
Human Resources	<u>10</u> %
Procurement	<u> </u> %
Central Purchasing	<u> </u> %
Warehouse Management	<u> </u> %
Information Technology	<u>10</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

15 % 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: 3%

DISCOUNT OFFERED FOR EARLY PAYMENT: 0.50 % if invoice paid within 30 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>38.92</u> /Hr
Human Resources	\$ <u>66.72</u> /Hr
Finance and Accounting	\$ <u>62.55</u> /Hr
Procurement	\$ <u>72.28</u> /Hr
Central Purchasing	\$ <u>76.45</u> /Hr
Warehouse Management	\$ <u>44.48</u> /Hr
Information Technology	\$ <u>83.40</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>39</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>39</u> %
Finance and Accounting	<u>39</u> %
Human Resources	<u>39</u> %
Procurement	<u>39</u> %
Central Purchasing	<u>39</u> %
Warehouse Management	<u>39</u> %
Information Technology	<u>39</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>18</u> %	<u>12</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>16</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

18 % 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: 2 % if invoice paid within 15 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>9.49</u> /Hr
Human Resources	\$ <u>8.49</u> /Hr
Finance and Accounting	\$ <u>8.90</u> /Hr
Procurement	\$ <u>7.85</u> /Hr
Central Purchasing	\$ <u>9.45</u> /Hr
Warehouse Management	\$ <u>8.60</u> /Hr
Information Technology	\$ <u>13.40</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>22</u> %
Information Technology	<u>25</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>30</u> %	<u>25</u> %	<u>20</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>25</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>25</u> %
Finance and Accounting	<u>25</u> %
Human Resources	<u>25</u> %
Procurement	<u>25</u> %
Central Purchasing	<u>25</u> %
Warehouse Management	<u>25</u> %
Information Technology	<u>25</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

25 % 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.

2. FEE INFORMATION FORM.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>28.00</u> /Hr
Human Resources	\$ <u>40.18</u> /Hr
Finance and Accounting	\$ <u>48.21</u> /Hr
Procurement	\$ <u>55.02</u> /Hr
Central Purchasing	\$ <u>76.55</u> /Hr
Warehouse Management	\$ <u>58.59</u> /Hr
Information Technology	\$ <u>70.50</u> /Hr



CMHA SOLICITATION 2024-5009
 Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>16</u> %	No Fee Charged%	No Fee Charged%

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 2%



CMHA SOLICITATION 2024-5009
 Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

20 % 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: 2%

DISCOUNT OFFERED FOR EARLY PAYMENT: 0.15 % if invoice paid within 10 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u> N/A </u> /Hr
Human Resources	\$ <u> N/A </u> /Hr
Finance and Accounting	\$ <u> N/A </u> /Hr
Procurement	\$ <u> N/A </u> /Hr
Central Purchasing	\$ <u> N/A </u> /Hr
Warehouse Management	\$ <u> N/A </u> /Hr
Information Technology	\$ <u> N/A </u> /Hr



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

Temp to Hire 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	<u>28</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>28</u> %
Finance and Accounting	<u>28</u> %
Human Resources	<u>28</u> %
Procurement	<u>28</u> %
Central Purchasing	<u>28</u> %
Warehouse Management	<u>28</u> %
Information Technology	<u>28</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>18</u> %	<u>15</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: N/A



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

18 % Firm Fixed Premium OR \$ N/A Firm Flat Fee per Placement

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

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: N/A

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



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>35.26</u> /Hr
Human Resources	\$ <u>49.13</u> /Hr
Finance and Accounting	\$ <u>64.91</u> /Hr
Procurement	\$ <u>66.34</u> /Hr
Central Purchasing	\$ <u>80.43</u> /Hr
Warehouse Management	\$ <u>46.15</u> /Hr
Information Technology	\$ <u>85.56</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>42.00</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>42.00</u> %
Finance and Accounting	<u>42.00</u> %
Human Resources	<u>42.00</u> %
Procurement	<u>42.00</u> %
Central Purchasing	<u>42.00</u> %
Warehouse Management	<u>42.00</u> %
Information Technology	<u>42.00</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15.00</u> %	<u>10.00</u> %	<u>No Fee</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 2.00%



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>20.00</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20.00</u> %
Finance and Accounting	<u>20.00</u> %
Human Resources	<u>20.00</u> %
Procurement	<u>20.00</u> %
Central Purchasing	<u>20.00</u> %
Warehouse Management	<u>20.00</u> %
Information Technology	<u>20.00</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

20.00 % 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: 2.00%

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within ____ days of properly submitted invoice as stated in the RFP. **Net 30 Days**



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>23.50</u> /Hr
Human Resources	\$ <u>29</u> /Hr
Finance and Accounting	\$ <u>40</u> /Hr
Procurement	\$ <u>37.50</u> /Hr
Central Purchasing	\$ <u>37.50</u> /Hr
Warehouse Management	\$ <u>29</u> /Hr
Information Technology	\$ <u>45</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>48</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>48</u> %
Finance and Accounting	<u>48</u> %
Human Resources	<u>48</u> %
Procurement	<u>48</u> %
Central Purchasing	<u>48</u> %
Warehouse Management	<u>48</u> %
Information Technology	<u>48</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15</u> %	<u>5</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: We do not offer discount on multiple temp to hires



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>20</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

20 % 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: 2% discount offered after 5 placements in a calendar year

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within 30 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>40</u> /Hr
Human Resources	\$ <u>60</u> /Hr
Finance and Accounting	\$ <u>70</u> /Hr
Procurement	\$ <u>75</u> /Hr
Central Purchasing	\$ <u>75</u> /Hr
Warehouse Management	\$ <u>45</u> /Hr
Information Technology	\$ <u>90</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>18</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 0.25%



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

18 % Firm Fixed Premium OR \$ 15000 Firm Flat Fee per Placement

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

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 0.25%

DISCOUNT OFFERED FOR EARLY PAYMENT: 0.25 % if invoice paid within 7 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>55</u> /Hr
Human Resources	\$ <u>55</u> /Hr
Finance and Accounting	\$ <u>60</u> /Hr
Procurement	\$ <u>60</u> /Hr
Central Purchasing	\$ <u>60</u> /Hr
Warehouse Management	\$ <u>50</u> /Hr
Information Technology	\$ <u>70</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>30</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: N/A



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>25</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>15</u> %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

20 % 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: N/a

DISCOUNT OFFERED FOR EARLY PAYMENT: 0.1 % if invoice paid within 10 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions

FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>70% Ma</u> /Hr <u>Up</u>
Human Resources	\$ <u>60% Ma</u> /Hr <u>Up</u>
Finance and Accounting	\$ <u>65% Ma</u> /Hr <u>Up</u>
Procurement	\$ <u>60% Ma</u> /Hr <u>Up</u>
Central Purchasing	\$ <u>60% Ma</u> /Hr <u>Up</u>
Warehouse Management	\$ <u>No Bid</u> /Hr
Information Technology	\$ <u>60% Ma</u> /Hr <u>Up</u>



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions

FEE SUBMISSION FORM

Temp to Hire 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	<u>70</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>40</u> %
Finance and Accounting	<u>65</u> %
Human Resources	<u>60</u> %
Procurement	<u>60</u> %
Central Purchasing	<u>60</u> %
Warehouse Management	<u>No Bid</u> %
Information Technology	<u>60</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 0



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>15</u> %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year's salary.

15 % 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: 0

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within 0 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ 45% /Hr
Human Resources	\$ 45% /Hr
Finance and Accounting	\$ 45% /Hr
Procurement	\$ 45% /Hr
Central Purchasing	\$ 45% /Hr
Warehouse Management	\$ 45% /Hr
Information Technology	\$ 45% /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>20</u> %	<u>15</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	_____ %
Executive Office (VP(s) of Operations, Programs or Administration	_____ %
Finance and Accounting	_____ %
Human Resources	_____ %
Procurement	_____ %
Central Purchasing	_____ %
Warehouse Management	_____ %
Information Technology	_____ %

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 \$75,000). 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.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>37</u> /Hr
Human Resources	\$ <u>70</u> /Hr
Finance and Accounting	\$ <u>75</u> /Hr
Procurement	\$ <u>60</u> /Hr
Central Purchasing	\$ <u>65</u> /Hr
Warehouse Management	\$ <u>38</u> /Hr
Information Technology	\$ <u>120</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>18</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>20</u> %	<u>15</u> %	<u>5</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 3% discount



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>18</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

20 % Firm Fixed Premium OR \$ 18,500 Firm Flat Fee per Placement

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

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 3%

DISCOUNT OFFERED FOR EARLY PAYMENT: 2 % if invoice paid within 5 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>21.50</u> /Hr
Human Resources	\$ <u>46.40</u> /Hr
Finance and Accounting	\$ <u>53.47</u> /Hr
Procurement	\$ <u>47.36</u> /Hr
Central Purchasing	\$ <u>47.12</u> /Hr
Warehouse Management	\$ <u>29.00</u> /Hr
Information Technology	\$ <u>67.78</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>35</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>35</u> %
Finance and Accounting	<u>35</u> %
Human Resources	<u>35</u> %
Procurement	<u>35</u> %
Central Purchasing	<u>35</u> %
Warehouse Management	<u>35</u> %
Information Technology	<u>35</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>14</u> %	<u>0</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 0



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>40</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>40</u> %
Finance and Accounting	<u>40</u> %
Human Resources	<u>40</u> %
Procurement	<u>40</u> %
Central Purchasing	<u>40</u> %
Warehouse Management	<u>40</u> %
Information Technology	<u>40</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

15 % 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: 0

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within 7 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>68.00</u> /Hr
Human Resources	\$ <u>85.00</u> /Hr
Finance and Accounting	\$ <u>98.00</u> /Hr
Procurement	\$ <u>95.00</u> /Hr
Central Purchasing	\$ <u>95.00</u> /Hr
Warehouse Management	\$ <u>118.00</u> /Hr
Information Technology	\$ <u>150.00</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>18</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>18</u> %
Finance and Accounting	<u>18</u> %
Human Resources	<u>18</u> %
Procurement	<u>18</u> %
Central Purchasing	<u>18</u> %
Warehouse Management	<u>18</u> %
Information Technology	<u>18</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>18</u> %	<u>15</u> %	<u>10</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: None



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>15</u> %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

 % Firm Fixed Premium OR \$ 20,000.00 Firm Flat Fee per Placement

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

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: None

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within 0 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$_____/Hr
Human Resources	\$_____/Hr
Finance and Accounting	\$_____/Hr
Procurement	\$_____/Hr
Central Purchasing	\$_____/Hr
Warehouse Management	\$_____/Hr
Information Technology	\$_____/Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	_____ %
Executive Office (VP(s) of Operations, Programs or Administration	<u>35</u> %
Finance and Accounting	<u>35</u> %
Human Resources	<u>35</u> %
Procurement	_____ %
Central Purchasing	_____ %
Warehouse Management	_____ %
Information Technology	<u>35</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15</u> %	<u>10</u> %	<u>0</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: 10+ placements - 6% discount



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	_____ %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	_____ %
Central Purchasing	_____ %
Warehouse Management	_____ %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

18 _____ % 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: 10+ placements - 6% discount

DISCOUNT OFFERED FOR EARLY PAYMENT: 1.5 % if invoice paid within 15 days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>38</u> /Hr
Human Resources	\$ <u>45</u> /Hr
Finance and Accounting	\$ <u>52</u> /Hr
Procurement	\$ <u>52</u> /Hr
Central Purchasing	\$ <u>44</u> /Hr
Warehouse Management	\$ <u>38</u> /Hr
Information Technology	\$ <u>68</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>15</u> %	<u>10</u> %	<u>No Fees</u>

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: N/A



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

20 % 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: 0 % if invoice paid within - days of properly submitted invoice as stated in the RFP.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>40.30</u> /Hr
Human Resources	\$ <u>52.00</u> /Hr
Finance and Accounting	\$ <u>49.40</u> /Hr
Procurement	\$ <u>49.50</u> /Hr
Central Purchasing	\$ <u>48.50</u> /Hr
Warehouse Management	\$ <u>61.00</u> /Hr
Information Technology	\$ <u>84.85</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	<u>20</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>20</u> %
Finance and Accounting	<u>20</u> %
Human Resources	<u>20</u> %
Procurement	<u>20</u> %
Central Purchasing	<u>20</u> %
Warehouse Management	<u>20</u> %
Information Technology	<u>20</u> %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	<u>18.33</u> %	<u>15</u> %	<u>10</u> %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>15</u> %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

15 % 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.



CMHA SOLICITATION 2024-5009

Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. 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.

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Staff Augmentation Services

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Administrative/Clerical Support	\$ <u>65.00</u> /Hr
Human Resources	\$ <u>90.00</u> /Hr
Finance and Accounting	\$ <u>110.00</u> /Hr
Procurement	\$ <u>98.00</u> /Hr
Central Purchasing	\$ <u>98.00</u> /Hr
Warehouse Management	\$ <u>128.00</u> /Hr
Information Technology	\$ <u>145.00</u> /Hr



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Temp to Hire 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	20 %
Executive Office (VP(s) of Operations, Programs or Administration	20 %
Finance and Accounting	20 %
Human Resources	20 %
Procurement	20 %
Central Purchasing	20 %
Warehouse Management	20 %
Information Technology	20 %

Conversion Fees

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	20 %	18 %	12 %

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: _____ None _____



CMHA SOLICITATION 2024-5009

**Temporary Staff Augmentation and Recruiting Services for Executive & Shared Services Positions
FEE SUBMISSION FORM**

Shared Services and Executive Search Services:

Direct Placement:

Classification	Firm Fixed Premium
Administrative/Clerical Support	<u>15</u> %
Executive Office (VP(s) of Operations, Programs or Administration	<u>15</u> %
Finance and Accounting	<u>15</u> %
Human Resources	<u>15</u> %
Procurement	<u>15</u> %
Central Purchasing	<u>15</u> %
Warehouse Management	<u>15</u> %
Information Technology	<u>15</u> %

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 \$75,000). The percentage premium shall be paid on the first year’s salary.

 % Firm Fixed Premium OR \$ 23,000.00 Firm Flat Fee per Placement

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

DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS: None

DISCOUNT OFFERED FOR EARLY PAYMENT: 0 % if invoice paid within 0 days of properly submitted invoice as stated in the RFP.