



Schedule C: Cost Schedule

Vendors are required to complete the attached rate structure for positions, as defined by the University. The enclosed rate structure developed by the University must be completed, as this information will be published for use with the University community. Vendors are invited to include any company literature, additional rate information, or website URL address, that they wish the University to have on file.

Position	Hourly Bill Rate	Overtime Bill Rate (OT)
Data Entry/Data Processor	\$20.50	\$30.75
Administrative Assistant	\$38.00	\$57.00
File Clerk/Office Assistant	\$21.00	\$31.50
Receptionist	\$20.00	\$30.00
Receptionist/Computer Skills	\$22.00	\$33.00
Secretary	\$25.00	\$37.50
Executive Assistant	\$42.00	\$63.00
Payroll Specialist	\$34.00	\$51.00
Payroll Clerk	\$30.00	\$45.00
Human Resource Generalist	\$35.00	\$52.50
Human Resource Assistant	\$32.00	\$48.00
Accountant	\$45.00	\$67.50
Accounting Clerk	\$28.00	\$42.00
AP/AR Clerk	\$30.00	\$45.00
Help Desk	\$44.00	\$66.00
Help Desk Supervisor	\$49.00	\$73.50
Direct Hire- 20% of annual salary 15-day guarantee		
** Note: Add additional lines as necessary for other positions listed as part of your base bid.		

RATES FOR TWO OPTIONAL YEARS

1st Optional Year

10-01-2023 to 09-30-2024

Maximum

15% over average position
hourly rate during 2020-2022

2nd Optional Year

10-01-2024 to 9-30-2025

Maximum

10% over average position
hourly rate during 2023