

**SCHEDULE C – Rate Schedule**  
**Reply to Wayne State University Request for Proposal**  
**Rate Structure for Temporary Staffing Services**

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	\$18.85	\$28.28
Administrative Assistant	\$29.52	\$44.28
File Clerk/Office Assistant	\$17.56	\$26.34
Receptionist	\$15.57	\$23.36
Receptionist/Computer Skills	\$17.40	\$26.10
Secretary	\$19.12	\$28.68
Executive Assistant	\$43.50	\$65.25
Payroll Specialist	\$28.94	\$43.41
Payroll Clerk	\$23.77	\$35.66
Human Resource Generalist	\$28.20	\$42.30
Human Resource Assistant	\$24.14	\$36.21
Accountant	\$36.25	\$54.38
Accounting Clerk	\$21.75	\$32.63
AP/AR Clerk	\$21.75	\$32.63
Help Desk	\$38.52	\$57.78
Help Desk Supervisor	\$48.48	\$72.72
IT	Quoted upon request	Quoted upon request
Direct Hire- 20% of annual salary 15 day guarantee		

Vacation days will be billed back at cost – No mark up

Additional Background Checks: Such pre-employment screening service costs shall be billed to the University at cost without any mark-up.

5-Panel Drug Screen: \$55.00  
10-Panel Drug Screen: \$77.00  
Motor Vehicle Record Check: \$12.00  
Credit check: \$15.00

**RATES FOR TWO OPTIONAL YEARS**

**1st Optional Year**  
**10-01-2023 to 9-30-2024**

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Zero      Maximum  
Increases      or Percent of Increase

\_\_\_\_\_      2%

**2nd Optional Year**  
**10-01-2024 to 9-30-2025**

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Zero      Maximum  
Increases      or Percent of Increase

\_\_\_\_\_      2%