

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

<u>1st Optional Year</u> <u>10-01-2023 to 9-30-2024</u>		<u>2nd Optional Year</u> <u>10-01-2024 to 9-30-2025</u>	
<u>Zero</u>	<u>Maximum</u>	<u>Zero</u>	<u>Maximum</u>
<u>Increases</u>	<u>or</u> <u>Percent of</u> <u>Increase</u>	<u>Increases</u>	<u>or</u> <u>Percent of</u> <u>Increase</u>
_____.	_____ 2%	_____.	_____ 2%

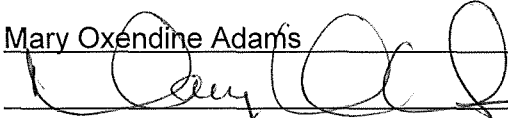
The undersigned affirms that the cost of all work is covered by the scope defined in the RFP. By submitting this proposal, we grant Wayne State University and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

Company Name: Human Capital Staffing

Address: 6001 N Adams Rd, Suite 208
Bloomfield Hills, MI, 48304

Email address: madams@hcsteams.com

Submitted by: Mary Oxendine Adams

Signature 

President 2/18/20
(Title) (Date)

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