**Attachment 10**

**Pricing Submission Form**

|  |  |  |
| --- | --- | --- |
| **Reference #** | **Evaluation Criterion:** | **Cost** |
| **10** | **Maximum Points for this Criterion:** | \_\_\_30 Points\_\_\_\_ (out of 100 possible points) |
| **Cost Proposal Requirements:** Proposer must propose rates for Schedules 1-7, as listed below. Proposer is not required to provide rates for all Classification Titles listed below but must propose rates for all three (3) potential term years (Initial Term, 1st Option Term, and 2nd Option Term). Proposer may provide rates for those Classification Titles that are part of their day-to-day business operations or part of their core business and that Proposer will accept requests to fill on behalf of a Judicial Council or Participating JBE. See Attachment 2, Judicial Council Master Agreement Terms and Conditions, Appendix D, Defined Terms, for terms used in the below Schedules. See Attachment 2, Judicial Council Master Agreement Terms and Conditions, Appendix E, Classifications, for a detailed listing of the classification title, minimum qualifications, and job description.1. Provide an explanation of either your firm’s pricing and/or method for calculation of pricing, or explanation describing why no pricing is proposed. In addition, please describe:
	1. How Overtime rates are calculated, if applicable
	2. Any applicable volume discount available and the associated periods.
2. It is expected that all temporary staffing firms responding to this RFP will offer the firm’s government or comparable favorable rates. Proposals should not include proposed costs for either background checks or travel related expenses as background checks will be reimbursed at actual cost and travel expenses, if any, will be reimbursed at actual cost in accordance with California State guidelines, as established by the California Victim Compensation and Government Claims Board, as set forth in Attachment 2, Judicial Council Master Agreement Terms and Conditions.
3. The cost/fees proposed must be inclusive of personnel, materials, computer support, and overhead rates. The method of payment to the temporary staffing firm is anticipated to be the cost reimbursement.
4. Rates proposed must be inclusive of all burdened elements of cost, including but not limited to current local, city, and state ordinances (e.g. San Francisco sick leave ordinance), administrative costs, overhead expenditures, etc., or other elements of cost that may arise over the eventual Master Agreement’s term.
	1. The successful Proposer(s) will be required to fully comply with and be bound by the provisions of the San Francisco Health Care Security Ordinance (HCSO), as set forth in San Francisco Administrative Code Chapter 14, and the San Francisco Paid Sick Leave Ordinance, as set forth in San Francisco Administrative Code Chapter 12W. Subcontractors of the Proposer should consult the San Francisco Administrative Code to determine their compliance obligations under these chapters.
5. Proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the Proposer, as well as mark-up rates to be applied should Proposer use a subcontracted company/firm to fill Temporary Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this Master Agreement.
 |
| **Proposer to complete the following highlighted fields for Schedules 1 through 7:**  |
| **Part I –Schedule 1 – Salary Rates (Take home pay for temps)**

| No. | Classification Title | Rates – Initial Term (June 24, 2025 – June 23, 2026) | Rates – 1st Option Term (June 24, 2026 – June 23, 2027) | Rates – 2nd Option Term (June 24, 2027 – June 23, 2028) |
| --- | --- | --- | --- | --- |
| 1 | Accountant I | **$** | **$** | **$** |
| 2 | Accountant II | **$** | **$** | **$** |
| 3 | Accountant III | **$** | **$** | **$** |
| 4 | Accounting Clerk I | **$** | **$** | **$** |
| 5 | Accounting Clerk II | **$** | **$** | **$** |
| 6 | Accounting Clerk III | **$** | **$** | **$** |
| 7 | Administrative Assistant I | **$** | **$** | **$** |
| 8 | Administrative Assistant II | **$** | **$** | **$** |
| 9 | Administrative Assistant III | **$** | **$** | **$** |
| 10 | Administrative Assistant IV | **$** | **$** | **$** |
| 11 | Analyst I | **$** | **$** | **$** |
| 12 | Analyst II | **$** | **$** | **$** |
| 13 | Analyst III | **$** | **$** | **$** |
| 14 | Analyst IV | **$** | **$** | **$** |
| 15 | Assistant Librarian | **$** | **$** | **$** |
| 16 | Attorney I | **$** | **$** | **$** |
| 17 | Attorney II | **$** | **$** | **$** |
| 18 | Attorney III | **$** | **$** | **$** |
| 19 | AV Systems Design Engineer I | **$** | **$** | **$** |
| 20 | AV Systems Design Engineer II | **$** | **$** | **$** |
| 21 | AV Systems Design Engineer III | **$** | **$** | **$** |
| 22 | Contract Specialist I | **$** | **$** | **$** |
| 23 | Contract Specialist II | **$** | **$** | **$** |
| 24 | Contract Specialist III | **$** | **$** | **$** |
| 25 | Data Entry Technician | **$** | **$** | **$** |
| 26 | Editor | **$** | **$** | **$** |
| 27 | Facilities Administrator I | **$** | **$** | **$** |
| 28 | Facilities Administrator II | **$** | **$** | **$** |
| 29 | General Maintenance Technician | **$** | **$** | **$** |
| 30 | Graphic Designer | **$** | **$** | **$** |
| 31 | Help Desk Assistant | **$** | **$** | **$** |
| 32 | Labor and Employee Relations Analyst I | **$** | **$** | **$** |
| 33 | Labor and Employee Relations Analyst II | **$** | **$** | **$** |
| 34 | Library Technician | **$** | **$** | **$** |
| 35 | Management Consultant | **$** | **$** | **$** |
| 36 | Office Clerk I | **$** | **$** | **$** |
| 37 | Office Clerk II | **$** | **$** | **$** |
| 38 | Office Clerk III | **$** | **$** | **$** |
| 39 | Paralegal I | **$** | **$** | **$** |
| 40 | Paralegal II | **$** | **$** | **$** |
| 41 | Paralegal III | **$** | **$** | **$** |
| 42 | Research Technician | **$** | **$** | **$** |
| 43 | Systems Technician I | **$** | **$** | **$** |
| 44 | Systems Technician II | **$** | **$** | **$** |
| 45 | Telecommunications Technician | **$** | **$** | **$** |
| 46 | Web Content Strategist | **$** | **$** | **$** |

**Part I –Schedule 2 – Conversion Salary Rates (Take home pay for temps that convert from previous contract to new contract)**

| No. | Classification Title | Rates – Initial Term (June 24, 2025 – June 23, 2026) | Rates – 1st Option Term (June 24, 2026 – June 23, 2027) | Rates – 2nd Option Term (June 24, 2027 – June 23, 2028) |
| --- | --- | --- | --- | --- |
| 1 | Accountant I | **$** | **$** | **$** |
| 2 | Accountant II | **$** | **$** | **$** |
| 3 | Accountant III | **$** | **$** | **$** |
| 4 | Accounting Clerk I | **$** | **$** | **$** |
| 5 | Accounting Clerk II | **$** | **$** | **$** |
| 6 | Accounting Clerk III | **$** | **$** | **$** |
| 7 | Administrative Assistant I | **$** | **$** | **$** |
| 8 | Administrative Assistant II | **$** | **$** | **$** |
| 9 | Administrative Assistant III | **$** | **$** | **$** |
| 10 | Administrative Assistant IV | **$** | **$** | **$** |
| 11 | Analyst I | **$** | **$** | **$** |
| 12 | Analyst II | **$** | **$** | **$** |
| 13 | Analyst III | **$** | **$** | **$** |
| 14 | Analyst IV | **$** | **$** | **$** |
| 15 | Assistant Librarian | **$** | **$** | **$** |
| 16 | Attorney I | **$** | **$** | **$** |
| 17 | Attorney II | **$** | **$** | **$** |
| 18 | Attorney III | **$** | **$** | **$** |
| 19 | AV Systems Design Engineer I | **$** | **$** | **$** |
| 20 | AV Systems Design Engineer II | **$** | **$** | **$** |
| 21 | AV Systems Design Engineer III | **$** | **$** | **$** |
| 22 | Contract Specialist I | **$** | **$** | **$** |
| 23 | Contract Specialist II | **$** | **$** | **$** |
| 24 | Contract Specialist III | **$** | **$** | **$** |
| 25 | Data Entry Technician | **$** | **$** | **$** |
| 26 | Editor | **$** | **$** | **$** |
| 27 | Facilities Administrator I | **$** | **$** | **$** |
| 28 | Facilities Administrator II | **$** | **$** | **$** |
| 29 | General Maintenance Technician | **$** | **$** | **$** |
| 30 | Graphic Designer | **$** | **$** | **$** |
| 31 | Help Desk Assistant | **$** | **$** | **$** |
| 32 | Labor and Employee Relations Analyst I | **$** | **$** | **$** |
| 33 | Labor and Employee Relations Analyst II | **$** | **$** | **$** |
| 34 | Library Technician | **$** | **$** | **$** |
| 35 | Management Consultant | **$** | **$** | **$** |
| 36 | Office Clerk I | **$** | **$** | **$** |
| 37 | Office Clerk II | **$** | **$** | **$** |
| 38 | Office Clerk III | **$** | **$** | **$** |
| 39 | Paralegal I | **$** | **$** | **$** |
| 40 | Paralegal II | **$** | **$** | **$** |
| 41 | Paralegal III | **$** | **$** | **$** |
| 42 | Research Technician | **$** | **$** | **$** |
| 43 | Systems Technician I | **$** | **$** | **$** |
| 44 | Systems Technician II | **$** | **$** | **$** |
| 45 | Telecommunications Technician | **$** | **$** | **$** |
| 46 | Web Content Strategist | **$** | **$** | **$** |

**Part I –Schedule 3 – Billing Rates, Including Contractor Mark-up, and Salary Rates (what the agency bills JBE for new temps)**

| No. | Classification Title | Rates – Initial Term (June 24, 2025 – June 23, 2026) | Rates – 1st Option Term (June 24, 2026 – June 23, 2027) | Rates – 2nd Option Term (June 24, 2027 – June 23, 2028) |
| --- | --- | --- | --- | --- |
| 1 | Accountant I | **$** | **$** | **$** |
| 2 | Accountant II | **$** | **$** | **$** |
| 3 | Accountant III | **$** | **$** | **$** |
| 4 | Accounting Clerk I | **$** | **$** | **$** |
| 5 | Accounting Clerk II | **$** | **$** | **$** |
| 6 | Accounting Clerk III | **$** | **$** | **$** |
| 7 | Administrative Assistant I | **$** | **$** | **$** |
| 8 | Administrative Assistant II | **$** | **$** | **$** |
| 9 | Administrative Assistant III | **$** | **$** | **$** |
| 10 | Administrative Assistant IV | **$** | **$** | **$** |
| 11 | Analyst I | **$** | **$** | **$** |
| 12 | Analyst II | **$** | **$** | **$** |
| 13 | Analyst III | **$** | **$** | **$** |
| 14 | Analyst IV | **$** | **$** | **$** |
| 15 | Assistant Librarian | **$** | **$** | **$** |
| 16 | Attorney I | **$** | **$** | **$** |
| 17 | Attorney II | **$** | **$** | **$** |
| 18 | Attorney III | **$** | **$** | **$** |
| 19 | AV Systems Design Engineer I | **$** | **$** | **$** |
| 20 | AV Systems Design Engineer II | **$** | **$** | **$** |
| 21 | AV Systems Design Engineer III | **$** | **$** | **$** |
| 22 | Contract Specialist I | **$** | **$** | **$** |
| 23 | Contract Specialist II | **$** | **$** | **$** |
| 24 | Contract Specialist III | **$** | **$** | **$** |
| 25 | Data Entry Technician | **$** | **$** | **$** |
| 26 | Editor | **$** | **$** | **$** |
| 27 | Facilities Administrator I | **$** | **$** | **$** |
| 28 | Facilities Administrator II | **$** | **$** | **$** |
| 29 | General Maintenance Technician | **$** | **$** | **$** |
| 30 | Graphic Designer | **$** | **$** | **$** |
| 31 | Help Desk Assistant | **$** | **$** | **$** |
| 32 | Labor and Employee Relations Analyst I | **$** | **$** | **$** |
| 33 | Labor and Employee Relations Analyst II | **$** | **$** | **$** |
| 34 | Library Technician | **$** | **$** | **$** |
| 35 | Management Consultant | **$** | **$** | **$** |
| 36 | Office Clerk I | **$** | **$** | **$** |
| 37 | Office Clerk II | **$** | **$** | **$** |
| 38 | Office Clerk III | **$** | **$** | **$** |
| 39 | Paralegal I | **$** | **$** | **$** |
| 40 | Paralegal II | **$** | **$** | **$** |
| 41 | Paralegal III | **$** | **$** | **$** |
| 42 | Research Technician | **$** | **$** | **$** |
| 43 | Systems Technician I | **$** | **$** | **$** |
| 44 | Systems Technician II | **$** | **$** | **$** |
| 45 | Telecommunications Technician | **$** | **$** | **$** |
| 46 | Web Content Strategist | **$** | **$** | **$** |

**Part I –Schedule 4 –Billing Rates, Including Contractor Mark-up, and Conversion Salary Rates (what the agency bills JBE for temps that convert from previous contract to new contract)**

| No. | Classification Title | Rates – Initial Term (June 24, 2025 – June 23, 2026) | Rates – 1st Option Term (June 24, 2026 – June 23, 2027) | Rates – 2nd Option Term (June 24, 2027 – June 23, 2028) |
| --- | --- | --- | --- | --- |
| 1 | Accountant I | **$** | **$** | **$** |
| 2 | Accountant II | **$** | **$** | **$** |
| 3 | Accountant III | **$** | **$** | **$** |
| 4 | Accounting Clerk I | **$** | **$** | **$** |
| 5 | Accounting Clerk II | **$** | **$** | **$** |
| 6 | Accounting Clerk III | **$** | **$** | **$** |
| 7 | Administrative Assistant I | **$** | **$** | **$** |
| 8 | Administrative Assistant II | **$** | **$** | **$** |
| 9 | Administrative Assistant III | **$** | **$** | **$** |
| 10 | Administrative Assistant IV | **$** | **$** | **$** |
| 11 | Analyst I | **$** | **$** | **$** |
| 12 | Analyst II | **$** | **$** | **$** |
| 13 | Analyst III | **$** | **$** | **$** |
| 14 | Analyst IV | **$** | **$** | **$** |
| 15 | Assistant Librarian | **$** | **$** | **$** |
| 16 | Attorney I | **$** | **$** | **$** |
| 17 | Attorney II | **$** | **$** | **$** |
| 18 | Attorney III | **$** | **$** | **$** |
| 19 | AV Systems Design Engineer I | **$** | **$** | **$** |
| 20 | AV Systems Design Engineer II | **$** | **$** | **$** |
| 21 | AV Systems Design Engineer III | **$** | **$** | **$** |
| 22 | Contract Specialist I | **$** | **$** | **$** |
| 23 | Contract Specialist II | **$** | **$** | **$** |
| 24 | Contract Specialist III | **$** | **$** | **$** |
| 25 | Data Entry Technician | **$** | **$** | **$** |
| 26 | Editor | **$** | **$** | **$** |
| 27 | Facilities Administrator I | **$** | **$** | **$** |
| 28 | Facilities Administrator II | **$** | **$** | **$** |
| 29 | General Maintenance Technician | **$** | **$** | **$** |
| 30 | Graphic Designer | **$** | **$** | **$** |
| 31 | Help Desk Assistant | **$** | **$** | **$** |
| 32 | Labor and Employee Relations Analyst I | **$** | **$** | **$** |
| 33 | Labor and Employee Relations Analyst II | **$** | **$** | **$** |
| 34 | Library Technician | **$** | **$** | **$** |
| 35 | Management Consultant | **$** | **$** | **$** |
| 36 | Office Clerk I | **$** | **$** | **$** |
| 37 | Office Clerk II | **$** | **$** | **$** |
| 38 | Office Clerk III | **$** | **$** | **$** |
| 39 | Paralegal I | **$** | **$** | **$** |
| 40 | Paralegal II | **$** | **$** | **$** |
| 41 | Paralegal III | **$** | **$** | **$** |
| 42 | Research Technician | **$** | **$** | **$** |
| 43 | Systems Technician I | **$** | **$** | **$** |
| 44 | Systems Technician II | **$** | **$** | **$** |
| 45 | Telecommunications Technician | **$** | **$** | **$** |
| 46 | Web Content Strategist | **$** | **$** | **$** |

**Part I –Schedule 5 – Billing Rates, Including JBE Referral Mark-up and Salary Rates (what the agency BILLS JBE when jbe refers someone to them)**

| No. | Classification Title | Rates – Initial Term (June 24, 2025 – June 23, 2026) | Rates – 1st Option Term (June 24, 2026 – June 23, 2027) | Rates – 2nd Option Term (June 24, 2027 – June 23, 2028) |
| --- | --- | --- | --- | --- |
| 1 | Accountant I | **$** | **$** | **$** |
| 2 | Accountant II | **$** | **$** | **$** |
| 3 | Accountant III | **$** | **$** | **$** |
| 4 | Accounting Clerk I | **$** | **$** | **$** |
| 5 | Accounting Clerk II | **$** | **$** | **$** |
| 6 | Accounting Clerk III | **$** | **$** | **$** |
| 7 | Administrative Assistant I | **$** | **$** | **$** |
| 8 | Administrative Assistant II | **$** | **$** | **$** |
| 9 | Administrative Assistant III | **$** | **$** | **$** |
| 10 | Administrative Assistant IV | **$** | **$** | **$** |
| 11 | Analyst I | **$** | **$** | **$** |
| 12 | Analyst II | **$** | **$** | **$** |
| 13 | Analyst III | **$** | **$** | **$** |
| 14 | Analyst IV | **$** | **$** | **$** |
| 15 | Assistant Librarian | **$** | **$** | **$** |
| 16 | Attorney I | **$** | **$** | **$** |
| 17 | Attorney II | **$** | **$** | **$** |
| 18 | Attorney III | **$** | **$** | **$** |
| 19 | AV Systems Design Engineer I | **$** | **$** | **$** |
| 20 | AV Systems Design Engineer II | **$** | **$** | **$** |
| 21 | AV Systems Design Engineer III | **$** | **$** | **$** |
| 22 | Contract Specialist I | **$** | **$** | **$** |
| 23 | Contract Specialist II | **$** | **$** | **$** |
| 24 | Contract Specialist III | **$** | **$** | **$** |
| 25 | Data Entry Technician | **$** | **$** | **$** |
| 26 | Editor | **$** | **$** | **$** |
| 27 | Facilities Administrator I | **$** | **$** | **$** |
| 28 | Facilities Administrator II | **$** | **$** | **$** |
| 29 | General Maintenance Technician | **$** | **$** | **$** |
| 30 | Graphic Designer | **$** | **$** | **$** |
| 31 | Help Desk Assistant | **$** | **$** | **$** |
| 32 | Labor and Employee Relations Analyst I | **$** | **$** | **$** |
| 33 | Labor and Employee Relations Analyst II | **$** | **$** | **$** |
| 34 | Library Technician | **$** | **$** | **$** |
| 35 | Management Consultant | **$** | **$** | **$** |
| 36 | Office Clerk I | **$** | **$** | **$** |
| 37 | Office Clerk II | **$** | **$** | **$** |
| 38 | Office Clerk III | **$** | **$** | **$** |
| 39 | Paralegal I | **$** | **$** | **$** |
| 40 | Paralegal II | **$** | **$** | **$** |
| 41 | Paralegal III | **$** | **$** | **$** |
| 42 | Research Technician | **$** | **$** | **$** |
| 43 | Systems Technician I | **$** | **$** | **$** |
| 44 | Systems Technician II | **$** | **$** | **$** |
| 45 | Telecommunications Technician | **$** | **$** | **$** |
| 46 | Web Content Strategist | **$** | **$** | **$** |

**Part I –Schedule 6 – Billing Rates, Including Subcontractor Mark-up, and Subcontractor Billing Rates (what the agency BILLS JBE when SUBCONTRACTOR IS USED)**

| No. | Classification Title | Rates – Initial Term (June 24, 2025 – June 23, 2026) | Rates – 1st Option Term (June 24, 2026 – June 23, 2027) | Rates – 2nd Option Term (June 24, 2027 – June 23, 2028) |
| --- | --- | --- | --- | --- |
| 1 | Accountant I | **$** | **$** | **$** |
| 2 | Accountant II | **$** | **$** | **$** |
| 3 | Accountant III | **$** | **$** | **$** |
| 4 | Accounting Clerk I | **$** | **$** | **$** |
| 5 | Accounting Clerk II | **$** | **$** | **$** |
| 6 | Accounting Clerk III | **$** | **$** | **$** |
| 7 | Administrative Assistant I | **$** | **$** | **$** |
| 8 | Administrative Assistant II | **$** | **$** | **$** |
| 9 | Administrative Assistant III | **$** | **$** | **$** |
| 10 | Administrative Assistant IV | **$** | **$** | **$** |
| 11 | Analyst I | **$** | **$** | **$** |
| 12 | Analyst II | **$** | **$** | **$** |
| 13 | Analyst III | **$** | **$** | **$** |
| 14 | Analyst IV | **$** | **$** | **$** |
| 15 | Assistant Librarian | **$** | **$** | **$** |
| 16 | Attorney I | **$** | **$** | **$** |
| 17 | Attorney II | **$** | **$** | **$** |
| 18 | Attorney III | **$** | **$** | **$** |
| 19 | AV Systems Design Engineer I | **$** | **$** | **$** |
| 20 | AV Systems Design Engineer II | **$** | **$** | **$** |
| 21 | AV Systems Design Engineer III | **$** | **$** | **$** |
| 22 | Contract Specialist I | **$** | **$** | **$** |
| 23 | Contract Specialist II | **$** | **$** | **$** |
| 24 | Contract Specialist III | **$** | **$** | **$** |
| 25 | Data Entry Technician | **$** | **$** | **$** |
| 26 | Editor | **$** | **$** | **$** |
| 27 | Facilities Administrator I | **$** | **$** | **$** |
| 28 | Facilities Administrator II | **$** | **$** | **$** |
| 29 | General Maintenance Technician | **$** | **$** | **$** |
| 30 | Graphic Designer | **$** | **$** | **$** |
| 31 | Help Desk Assistant | **$** | **$** | **$** |
| 32 | Labor and Employee Relations Analyst I | **$** | **$** | **$** |
| 33 | Labor and Employee Relations Analyst II | **$** | **$** | **$** |
| 34 | Library Technician | **$** | **$** | **$** |
| 35 | Management Consultant | **$** | **$** | **$** |
| 36 | Office Clerk I | **$** | **$** | **$** |
| 37 | Office Clerk II | **$** | **$** | **$** |
| 38 | Office Clerk III | **$** | **$** | **$** |
| 39 | Paralegal I | **$** | **$** | **$** |
| 40 | Paralegal II | **$** | **$** | **$** |
| 41 | Paralegal III | **$** | **$** | **$** |
| 42 | Research Technician | **$** | **$** | **$** |
| 43 | Systems Technician I | **$** | **$** | **$** |
| 44 | Systems Technician II | **$** | **$** | **$** |
| 45 | Telecommunications Technician | **$** | **$** | **$** |
| 46 | Web Content Strategist | **$** | **$** | **$** |

**Part I–Schedule 7 – Contractor Mark-up, JBE Referral Mark-up, and Subcontractor Mark-up Percentages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Description | Mark-up Rate – Initial Term | Mark-up Rate – 1st Option Term | Mark-up Rate – 2nd Option Term |
| 1 | Contractor Mark-up | **%** | **%** | **%** |
| 2 | JBE Referral Mark-up | **%** | **%** | **%** |
| 3 | Subcontractor Mark-up | **%** | **%** | **%** |

 |

*End of Attachment 10*