**ATTACHMENT D: COST - FEE FOR SERVICES**

* The successful Responder is required to screen all candidates prior to placement with the Center. Specific Screening Requirements may vary per position. Please insert any charged to Center if this cost is directly billed to the Center.
* Two Sample Positions are provided with the Center’s starting pay.
  + Please insert what the Agency Starting pay will be for this same position.
  + Please provide the Total Bill Rate that would include all costs and delineate any charges beyond the Agency Starting Pay.

|  |  |
| --- | --- |
| **Screening Cost** | **Amount Charged to Center** |
| Drug Test |  |
| DMV Records Check |  |
| Criminal History Background Check |  |
| TB Test if needed |  |
| TOTAL COST FOR ALL SCREENING |  |  |
| **Position Type** | **The Center Starting hourly pay** | **Agency Starting pay** | **Total Bill Rate** |
| Administrative Tech/Clerical Support | $16.00 |  |  |
| Accounts Payable Accountant | $19.50 |  |  |

**Please indicate which method your Agency uses for pricing:**

**🞎 Markup over pay rate**

**🞎 Bill Rate Only**

**🞎 Other – please describe in space provided.**

**Check only one of the following statements:**

🞎 Billing is made up of Screening Costs and Total Bill Rate; there are no additional charges to Center.

🞎 There are addition charges to Center in addition to Screening Costs and Total Bill Rate. Please listed on a separate sheet attached to this FEE FOR SERVICES.

For Sep 1, 2024 – Jan 31, 2025, the rates on this sheet will not change.

**Insert the maximum percentage rate below; only one increase per fiscal year.**

Beginning February 1, 2025, the proposed hourly rates will

not increase more than \_\_\_\_\_ percent.

Note: Center will negotiate in good faith a higher amount if there is an increase in the State or Federal Minimum Wage.)

**COUNTIES SERVED**

**(Please check counties that your Agency can place candidates)**

|  |  |  |
| --- | --- | --- |
| Bowie County | Cass County | Gregg County |
| Harrison County | Marion County | Panola County |
| Red River County | Rusk County | Smith County |
| Upshur County |  |  |

Position Descriptions and Starting Pay Rate

**Administrative Tech/Clerical Support**

**Job Summary**: Performs clerical work requiring application of varied work methods and procedures in which complex written, verbal and computation skills are required.  Provides clerical support and other services for all phases of program operations.

**Education:** Graduation from an accredited high school or GED required. Courses in business practice preferred.

**Experience/Knowledge Summary:** Strong communication skills required.  Working knowledge of business English, spelling, punctuation, arithmetic and office practices and procedures.  Skill in computer office equipment use.

**Starting Pay Rate before Agency add on**: $16.00 per hour.

**Accounts Payable Accountant**

**Job Summary:** The Accounts Payable Accountant is responsible for a wide range of accounts payable functions including reconciling, processing, verifying accuracy of coding, authorization, and amount on monthly statements and purchase requests.

**Education:** Graduation from an accredited high school or GED required, with some college business courses preferred.  Recent work experience in an accounts payable position preferred, with a working knowledge of general bookkeeping and office procedures.

**Experience/Knowledge Summary:** Strong communication skills required.  Good computer and data entry skills with accuracy and speed essential.  Proficient in use of 10-key calculator, copier, and other office machines.  Careful attention to detail and accuracy in all responsibilities is required

**Starting Pay Rate before Agency add on**: $19.50 per hour.