

A CONTRACT BETWEEN  
**HOUSTON-GALVESTON AREA COUNCIL**  
Houston, Texas  
AND  
**TOPP KNOTCH PERSONNEL, INC.**  
Houston, Texas

This Contract is made and entered into by the **Houston-Galveston Area Council of Governments**, hereinafter referred to as **H-GAC**, having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, AND, **Topp Knotch Personnel, Inc.** hereinafter referred to as the **CONTRACTOR**, having its principal place of business at 10777 Northwest Freeway, Suite 150, Houston, Texas 77092.

**ARTICLE 1:**

**SCOPE OF SERVICES**

The parties have entered into a **Temporary Staffing, Direct Hire and Other Employer Services** Contract to become effective as of June 1, 2017, and to continue through May 31, 2020 (the "**Contract**"), subject to extension upon mutual agreement of the **CONTRACTOR** and **H-GAC**. **H-GAC** enters into the Contract as Agent for participating governmental agencies, each hereinafter referred to as **END USER**, for the purchase of **Temporary Staffing, Direct Hire and Other Employer Services** offered by the **CONTRACTOR**. The **CONTRACTOR** agrees to sell **Temporary Staffing, Direct Hire and Other Employer Services** through the **H-GAC** Contract to **END USERS**.

**ARTICLE 2:**

**THE COMPLETE AGREEMENT**

The Contract shall consist of the documents identified below in order of precedence:

1. The text of this Contract form, including but not limited to, Attachment A
2. General Terms and Conditions
3. Proposal Specifications No: **TS06-17**, including any relevant suffixes
4. **CONTRACTOR's** Response to Proposal No: **TS06-17**, including but not limited to, prices and options offered

All of which are either attached hereto or incorporated by reference and hereby made a part of this Contract, and shall constitute the complete agreement between the parties hereto. This Contract supersedes any and all oral or written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Contract cannot be modified without the written consent of both parties.

**ARTICLE 3:**

**LEGAL AUTHORITY**

**CONTRACTOR** and **H-GAC** warrant and represent to each other that they have adequate legal counsel and authority to enter into this Contract. The governing bodies, where applicable, have authorized the signatory officials to enter into this Contract and bind the parties to the terms of this Contract and any subsequent amendments thereto.

**ARTICLE 4:**

**APPLICABLE LAWS**

The parties agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, directives, issuances, ordinances, and laws in effect or promulgated during the term of this Contract.

**ARTICLE 5:**

**INDEPENDENT CONTRACTOR**

The execution of this Contract and the rendering of services prescribed by this Contract do not change the independent status of **H-GAC** or **CONTRACTOR**. No provision of this Contract or act of **H-GAC** in performance of this Contract shall be construed as making **CONTRACTOR** the agent, servant or employee of **H-GAC**, the State of Texas or the United States Government. Employees of **CONTRACTOR** are subject to the exclusive control and supervision of **CONTRACTOR**. **CONTRACTOR** is solely responsible for employee payrolls and claims arising therefrom.

**ARTICLE 6:**

**END USER AGREEMENTS**

**H-GAC** acknowledges that the **END USER** may choose to enter into an End User Agreement with the **CONTRACTOR** through this Contract and that the term of said Agreement may exceed the term of the **H-GAC** Contract. However this acknowledgement is not to be construed as **H-GAC's** endorsement or approval of the End User Agreement terms and conditions. **CONTRACTOR** agrees not to offer to, agree to or accept from **END USER** any terms or conditions that conflict with or contravene those in **CONTRACTOR's H-GAC** contract. Further, termination of this Contract for any reason shall not result in the termination of the underlying End User Agreements entered into between **CONTRACTOR** and any **END USER** which shall, in each instance, continue pursuant to their stated terms and duration. The only effect of termination of this Contract is that **CONTRACTOR** will no longer be able to enter into any new End User Agreements with **END USERS** pursuant to this Contract. Applicable **H-GAC** order processing charges will be due and payable to **H-GAC** on any End User Agreements surviving termination of this Contract between **H-GAC** and **CONTRACTOR**.

**ARTICLE 7: SUBCONTRACTS & ASSIGNMENTS**

**CONTRACTOR** agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Contract or any right, title, obligation or interest it may have therein to any third party without prior written notice to **H-GAC**. **H-GAC** reserves the right to accept or reject any such change. **CONTRACTOR** shall continue to remain responsible for all performance under this Contract regardless of any subcontract or assignment. **H-GAC** shall be liable solely to **CONTRACTOR** and not to any of its Subcontractors or Assignees.

**ARTICLE 8: EXAMINATION AND RETENTION OF CONTRACTOR'S RECORDS**

**CONTRACTOR** shall maintain during the course of its work, complete and accurate records of items that are chargeable to **END USER** under this Contract. **H-GAC**, through its staff or its designated public accounting firm, the State of Texas, or the United States Government shall have the right at any reasonable time to inspect copy and audit those records on or off the premises of **CONTRACTOR**. Failure to provide access to records may be cause for termination of this Contract. **CONTRACTOR** shall maintain all records pertinent to this Contract for a period of not less than five (5) calendar years from the date of acceptance of the final contract closeout and until any outstanding litigation, audit or claim has been resolved. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained. **CONTRACTOR** further agrees to include in all subcontracts under this Contract, a provision to the effect that the subcontractor agrees that **H-GAC'S** duly authorized representatives, shall, until the expiration of five (5) calendar years after final payment under the subcontract or until all audit findings have been resolved, have access to, and the right to examine and copy any directly pertinent books, documents, papers, invoices and records of such subcontractor involving any transaction relating to the subcontract.

**ARTICLE 9: REPORTING REQUIREMENTS**

**CONTRACTOR** agrees to submit reports or other documentation in accordance with the General Terms and Conditions of the Proposal Specifications. If **CONTRACTOR** fails to submit to **H-GAC** in a timely and satisfactory manner any such report or documentation, or otherwise fails to satisfactorily render performance hereunder, such failure may be considered cause for termination of this Contract.

**ARTICLE 10: MOST FAVORED CUSTOMER CLAUSE**

If **CONTRACTOR**, at any time during this Contract, routinely enters into agreements with other governmental customers within the State of Texas, and offers the same or substantially the same products/services offered to **H-GAC** on a basis that provides prices, warranties, benefits, and or terms more favorable than those provided to **H-GAC**, **CONTRACTOR** shall notify **H-GAC** within ten (10) business days thereafter of that offering and this Contract shall be deemed to be automatically amended effective retroactively to the effective date of the most favorable contract, wherein **CONTRACTOR** shall provide the same prices, warranties, benefits, or terms to **H-GAC** and its **END USER**. **H-GAC** shall have the right and option at any time to decline to accept any such change, in which case the amendment shall be deemed null and void. If **CONTRACTOR** is of the opinion that any apparently more favorable price, warranty, benefit, or term charged and/or offered a customer during the term of this Contract is not in fact most favored treatment, **CONTRACTOR** shall within ten (10) business days notify **H-GAC** in writing, setting forth the detailed reasons **CONTRACTOR** believes aforesaid offer which has been deemed to be a most favored treatment, is not in fact most favored treatment. **H-GAC**, after due consideration of such written explanation, may decline to accept such explanation and thereupon this Contract between **H-GAC** and **CONTRACTOR** shall be automatically amended, effective retroactively, to the effective date of the most favored agreement, to provide the same prices, warranties, benefits, or terms to **H-GAC**.

The Parties accept the following definition of routine: A prescribed, detailed course of action to be followed regularly; a standard procedure.

**EXCEPTION: This clause shall not be applicable to prices and price adjustments offered by a bidder, proposer or contractor, which are not within bidder's/ proposer's control [example; a manufacturer's bid concession], or to any prices offered to the Federal Government and its agencies.**

**ARTICLE 11: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

**ARTICLE 12: DISPUTES**

Any and all disputes concerning questions of fact or of law arising under this Contract, which are not disposed of by agreement, shall be decided by the Executive Director of **H-GAC** or his designee, who shall reduce his decision to writing and provide notice thereof to **CONTRACTOR**. The decision of the Executive Director or his designee shall be final and conclusive unless, within thirty (30) days from the date of receipt of such notice, **CONTRACTOR** requests a rehearing from the Executive Director of **H-GAC**. In connection with any rehearing under this Article, **CONTRACTOR** shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. **CONTRACTOR** may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, **CONTRACTOR** shall proceed diligently with the performance of this Contract and in accordance with **H-GAC'S** final decision.

**ARTICLE 13: LIMITATION OF CONTRACTOR'S LIABILITY**

Except as specified in any separate writing between the **CONTRACTOR** and an **END USER**, **CONTRACTOR's** total liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, but excluding its obligation to indemnify **H-GAC** described in Article 14, is limited to the price of the particular products/services sold hereunder, and **CONTRACTOR** agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. In no event will **CONTRACTOR** be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. **CONTRACTOR** understands and agrees that it shall be liable to repay and shall repay upon demand to **END USER** any amounts determined by **H-GAC**, its independent auditors, or any agency of State or Federal government to have been paid in violation of the terms of this Contract.

**ARTICLE 14: LIMIT OF H-GAC'S LIABILITY AND INDEMNIFICATION OF H-GAC**

**H-GAC's** liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to its order processing charge. In no event will **H-GAC** be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor agrees, to the extent permitted by law, to defend and hold harmless **H-GAC**, its board members, officers, agents, officials, employees, and indemnities from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgments, and liens arising as a result of **CONTRACTOR's** negligent act or omission under this Contract. **CONTRACTOR** shall notify **H-GAC** of the threat of lawsuit or of any actual suit filed against **CONTRACTOR** relating to this Contract.

**ARTICLE 15: TERMINATION FOR CAUSE**

**H-GAC** may terminate this Contract for cause based upon the failure of **CONTRACTOR** to comply with the terms and/or conditions of the Contract; provided that **H-GAC** shall give **CONTRACTOR** written notice specifying **CONTRACTOR'S** failure. If within thirty (30) days after receipt of such notice, **CONTRACTOR** shall not have either corrected such failure, or thereafter proceeded diligently to complete such correction, then **H-GAC** may, at its option, place **CONTRACTOR** in default and the Contract shall terminate on the date specified in such notice. **CONTRACTOR** shall pay to **H-GAC** any order processing charges due from **CONTRACTOR** on that portion of the Contract actually performed by **CONTRACTOR** and for which compensation was received by **CONTRACTOR**.

**ARTICLE 16: TERMINATION FOR CONVENIENCE**

Either **H-GAC** or **CONTRACTOR** may cancel or terminate this Contract at any time by giving thirty (30) days written notice to the other. **CONTRACTOR** may be entitled to payment from **END USER** for services actually performed; to the extent said services are satisfactory to **END USER**. **CONTRACTOR** shall pay to **H-GAC** any order processing charges due from **CONTRACTOR** on that portion of the Contract actually performed by **CONTRACTOR** and for which compensation is received by **CONTRACTOR**.

**ARTICLE 17: CIVIL AND CRIMINAL PROVISIONS AND SANCTIONS**

**CONTRACTOR** agrees that it will perform under this Contract in conformance with safeguards against fraud and abuse as set forth by **H-GAC**, the State of Texas, and the acts and regulations of any funding entity. **CONTRACTOR** agrees to notify **H-GAC** of any suspected fraud, abuse or other criminal activity related to this Contract through filing of a written report promptly after it becomes aware of such activity.

**ARTICLE 18: GOVERNING LAW & VENUE**

This Contract shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under or in connection with this Contract shall lie exclusively in Harris County, Texas. Disputes between **END USER** and **CONTRACTOR** are to be resolved in accord with the law and venue rules of the state of purchase. **CONTRACTOR** shall immediately notify **H-GAC** of such disputes.

**ARTICLE 19: PAYMENT OF H-GAC ORDER PROCESSING CHARGE**

**CONTRACTOR** agrees to sell its products to **END USERS** based on the pricing and other terms of this Contract, including, but not limited to, the payment of the applicable **H-GAC** order processing charge. On notification from an **END USER** that an order has been placed with **CONTRACTOR**, **H-GAC** will invoice **CONTRACTOR** for the applicable order processing charge. Upon delivery of any product/service by **CONTRACTOR** and acceptance by **END USER**, **CONTRACTOR** shall, within thirty (30) calendar days or ten (10) business days after receipt of payment, whichever is less, pay **H-GAC** the full amount of the applicable order processing charge, whether or not **CONTRACTOR** has received an invoice from **H-GAC**. For sales made by **CONTRACTOR** based on this contract, including sales to entities without Interlocal Contracts, **CONTRACTOR** shall pay the applicable order processing charges to **H-GAC**. Further, **CONTRACTOR** agrees to encourage entities who are not members of **H-GAC's** Cooperative Purchasing Program to execute an **H-GAC** Interlocal Contract. **H-GAC** reserves the right to take appropriate actions including, but not limited to, contract termination if **CONTRACTOR** fails to promptly remit **H-GAC's** order processing charge. In no event shall **H-GAC** have any liability to **CONTRACTOR** for any goods or services an **END USER** procures from **CONTRACTOR**.

**Temporary Staffing, Direct Hire and Other Employer Services****Page 4 of 4****ARTICLE 20:****LIQUIDATED DAMAGES**

Any liquidated damages terms will be determined between **CONTRACTOR** and **END USER** at the time **END USER**'s purchase order is placed.

**ARTICLE 21:****PERFORMANCE AND PAYMENT BOND FOR INDIVIDUAL ORDERS**

**H-GAC**'s contractual requirements **DO NOT** include a Performance & Payment Bond (PPB), and offered pricing should reflect this cost saving. However, **CONTRACTOR** must be prepared to offer a PPB to cover any specific order if so requested by **END USER**. **CONTRACTOR** shall quote a price to **END USER** for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of **END USER**'s purchase order.

**ARTICLE 22:****CHANGE OF CONTRACTOR STATUS**


**CONTRACTOR** shall immediately notify **H-GAC**, in writing, of **ANY** change in ownership, control, dealership/franchisee status, Motor Vehicle license status, or name, and shall also advise whether or not this Contract shall be affected in any way by such change. **H-GAC** shall have the right to determine whether or not such change is acceptable, and to determine what action shall be warranted, up to and including cancellation of Contract.

**ARTICLE 23:****LICENSING REQUIRED BY TEXAS MOTOR VEHICLE BOARD (IF APPLICABLE)**

**CONTRACTOR** will for the duration of this Contract maintain current licenses that are required by the Texas Motor Vehicle Commission Code. If at any time during this Contract period, any **CONTRACTOR**'S license is not renewed, or is denied or revoked, **CONTRACTOR** shall be deemed to be in default of this Contract unless the Motor Vehicle Board issues a stay or waiver. Contractor shall promptly provide copies of all current applicable Texas Motor Vehicle Board documentation to **H-GAC** upon request.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed by their duly authorized representatives.

Signed for **Houston-Galveston**  
Area Council, Houston, Texas:

  
Jack Steele, Executive Director

Attest for **Houston-Galveston**  
Area Council, Houston, Texas:

  
Dennis Wick, Director of Public Services

Date: Apr 25, 2017

Signed for **Topp Knotch Personnel, Inc.**  
Houston, Texas:

Printed Name & Title: Diedra B. Joseph, President

Date: 4-24-2017

Attest for **Topp Knotch Personnel, Inc.**  
Houston, Texas:

Printed Name & Title: Angela Ramirez, Branch Manager

Date: 4-24-2017

Attachment A  
**Topp Knotch Personnel, Inc.**  
 Temporary Staffing, Direct-Hire and Other Employer Services  
 Contract No. TS06-17

**FORM D1 - PRICING PAGE #1**

**Cost of services, Mark-up (MU) percentage pricing:**

When using the DOL website guidelines, as the Base pricing rate for Temporary Hire:

1.) What is the percentage of Mark-Up added to the Base rate for an Administrative position?

40%

2.) What is the percentage of Mark-Up added to the Base rate for an Light Industrial position?

62%

3.) What is the percentage of Mark-Up added to the Base rate for an Heavy Industrial position?

75%

4.) What is the percentage of Mark-Up added to the Base rate for an IT position?

45%

5.) What is the minimum conversion time in (hours) for a temporary employee to be hired without incurring a conversion or buyout fee?

520

6.) Are there any liquidation fees if the above conversion hours are not met?

yes/no > >

YES

7.) If there are liquidation fees or charges for the above transaction, what is the fee, percentage or hours charged? Briefly explain.

fee: > > >

hours: > > >

percentage > >

**Explain here:**

1 - 200 hours worked, Topp Knotch will charge 5% of annual salary. 201 - 520 hours, Topp Knotch will charge 9% of annual salary

8.) **Direct-Hire** annual salary percentage of Mark-up.

20%

\*\* The annual salary must be equal to or less than hourly rate provided in the job descriptions listed on **Form D - Page #2**, using the multiplier of 2080 hours.

9.) **Direct-Hire** guarantee period in hours.

160

10.) **Payrolling** percentage of Mark-Up.

32%

Attachment A  
**Topp Knotch Personnel, Inc.**  
Temporary Staffing, Direct-Hire and Other Employer Services  
Contract No. TS06-17

**FORM D2 - PRICING PAGE #2.1**

| Code | Occupation Description                      | Pricing Range |         | Mark-Up %   | Total   | Total    |
|------|---|---------------|---------|---|---------|----------|
|      |   | Low           | High    | Please Use a Whole Number as the % (MU). Example 25% = 1.25 | Low     | High     |
|      | <b>Accounting:</b>                          |               |         |   |         |          |
| A01  | Accountant I                                | \$10.00       | \$15.00 | 1.40  | \$14.00 | \$21.00  |
| A02  | Accountant II                               | \$15.00       | \$22.00 | 1.40  | \$21.00 | \$30.80  |
| A03  | Financial Analyst I                         | \$15.00       | \$17.00 | 1.40  | \$21.00 | \$23.80  |
| A04  | Financial Analyst II                        | \$17.00       | \$22.00 | 1.40  | \$23.80 | \$30.80  |
| A05  | Payroll Clerk                               | \$12.50       | \$17.00 | 1.40  | \$17.50 | \$23.80  |
| A06  | Cost Accounting Specialist                  | \$18.00       | \$20.00 | 1.40  | \$25.20 | \$28.00  |
| A07  | CPA   | \$27.00       | \$35.00 | 1.40  | \$37.80 | \$49.00  |
| A08  | Financial / Business Analyst                | \$18.00       | \$22.00 | 1.40  | \$25.20 | \$30.80  |
| A09  | Controller                                  | \$30.00       | \$75.00 | 1.40  | \$42.00 | \$105.00 |
| A10  | Auditor I                                   | \$17.00       | \$22.00 | 1.40  | \$23.80 | \$30.80  |
| A11  | Auditor II                                  | \$19.00       | \$25.00 | 1.40  | \$26.60 | \$35.00  |
|      | <b>Administrative Support and Clerical:</b> |               |         |   |         |          |
| B01  | Accounting Clerk I                          | \$15.00       | \$20.00 | 1.40  | \$21.00 | \$28.00  |
| B02  | Accounting Clerk II                         | \$17.00       | \$20.00 | 1.40  | \$23.80 | \$28.00  |
| B03  | Accounting Clerk III                        | \$19.00       | \$22.00 | 1.40  | \$26.60 | \$30.80  |
| B04  | Administrative Assistant                    | \$17.00       | \$20.00 | 1.40  | \$23.80 | \$28.00  |
| B05  | Call Center Representative                  | \$12.00       | \$16.00 | 1.40  | \$16.80 | \$22.40  |
| B06  | Copy Machine Operator                       | \$12.00       | \$18.00 | 1.40  | \$16.80 | \$25.20  |
| B07  | Court Reporter                              | \$30.00       | \$47.00 | 1.40  | \$42.00 | \$65.80  |
| B08  | Customer Service Representative I           | \$12.00       | \$17.00 | 1.40  | \$16.80 | \$23.80  |
| B09  | Customer Service Representative II          | \$13.00       | \$19.00 | 1.40  | \$18.20 | \$26.60  |
| B10  | Customer Service Representative III         | \$14.00       | \$22.00 | 1.40  | \$19.60 | \$30.80  |
| B11  | Data Entry Operator I                       | \$12.00       | \$17.00 | 1.40  | \$16.80 | \$23.80  |
| B12  | Data Entry Operator II                      | \$13.00       | \$19.00 | 1.40  | \$18.20 | \$26.60  |
| B13  | Document Preparation Clerk                  | \$14.00       | \$19.00 | 1.40  | \$19.60 | \$26.60  |
| B14  | Executive Assistant                         | \$20.00       | \$25.00 | 1.40  | \$28.00 | \$35.00  |
| B15  | General Clerk I                             | \$12.00       | \$17.00 | 1.40  | \$16.80 | \$23.80  |
| B16  | General Clerk II                            | \$13.00       | \$18.00 | 1.40  | \$18.20 | \$25.20  |
| B17  | General Clerk III                           | \$14.00       | \$19.00 | 1.40  | \$19.60 | \$26.60  |
| B18  | Legal Secretary I                           | \$17.00       | \$22.00 | 1.40  | \$23.80 | \$30.80  |
| B19  | Legal Secretary II                          | \$22.00       | \$27.00 | 1.40  | \$30.80 | \$37.80  |
| B20  | Mail Room Clerk                             | \$12.00       | \$17.00 | 1.40  | \$16.80 | \$23.80  |
| B21  | Messenger Courier                           | \$14.00       | \$19.00 | 1.40  | \$19.60 | \$26.60  |
| B22  | Personnel Assistant (Employment) I          | \$14.00       | \$19.00 | 1.40  | \$19.60 | \$26.60  |
| B23  | Personnel Assistant (Employment) II         | \$17.00       | \$22.00 | 1.40  | \$23.80 | \$30.80  |
| B24  | Personnel Assistant (Employment) III        | \$20.00       | \$25.00 | 1.40  | \$28.00 | \$35.00  |
| B25  | Production Control Clerk                    | \$14.00       | \$19.00 | 1.40  | \$19.60 | \$26.60  |
| B26  | Secretary I                                 | \$14.00       | \$19.00 | 1.40  | \$19.60 | \$26.60  |
| B27  | Secretary II                                | \$17.00       | \$22.00 | 1.40  | \$23.80 | \$30.80  |
| B28  | Secretary III                               | \$19.00       | \$24.00 | 1.40  | \$26.60 | \$33.60  |

Attachment A  
**Topp Knotch Personnel, Inc.**  
Temporary Staffing, Direct-Hire and Other Employer Services  
Contract No. TS06-17

**FORM D2 - PRICING PAGE #2.1**

| Code | Occupation Description                                   | Pricing Range |         | Mark-Up %<br><br>Please Use a<br>Whole Number<br>as the % (MU).<br>Example 25% =<br>1.25 | Total   |         |
|------|--|---------------|---------|--|---------|---------|
|      |  | Low           | High    |  | Low     | High    |
| B29  | Supply Technician  | \$12.00       | \$17.00 | 1.40   | \$16.80 | \$23.80 |
| B30  | Receptionist/Switchboard Operator                        | \$13.00       | \$18.00 | 1.40   | \$18.20 | \$25.20 |
| B31  | Records Management Clerk                                 | \$13.00       | \$18.00 | 1.40   | \$18.20 | \$25.20 |
| B32  | Travel Clerk I   | \$12.00       | \$17.00 | 1.40   | \$16.80 | \$23.80 |
| B33  | Travel Clerk II  | \$13.00       | \$18.00 | 1.40   | \$18.20 | \$25.20 |
| B34  | Travel Clerk III   | \$14.00       | \$19.00 | 1.40   | \$19.60 | \$26.60 |
| B35  | Word Processor I   | \$12.00       | \$17.00 | 1.40   | \$16.80 | \$23.80 |
| B36  | Word Processor II  | \$13.00       | \$18.00 | 1.40   | \$18.20 | \$25.20 |
| B37  | Word Processor III                                       | \$14.00       | \$19.00 | 1.40   | \$19.60 | \$26.60 |
|      |  |               |         |  |         |         |
|      | <b>Education:</b>  |               |         |  |         |         |
| C01  | Teacher I  | \$17.00       | \$20.00 | 1.40   | \$23.80 | \$28.00 |
| C02  | Teacher II   | \$19.00       | \$22.00 | 1.40   | \$26.60 | \$30.80 |
| C03  | Teacher III  | \$22.00       | \$25.00 | 1.40   | \$30.80 | \$35.00 |
| C04  | At Risk Counselor I                                      | \$17.00       | \$20.00 | 1.40   | \$23.80 | \$28.00 |
|      |  |               |         |  |         |         |
|      | <b>General Services and Materials Handling Support :</b> |               |         |  |         |         |
| D01  | Forklift Operator  | \$15.00       | \$22.00 | 1.62   | \$24.30 | \$35.64 |
| D02  | Gardener   | \$15.00       | \$22.00 | 1.62   | \$24.30 | \$35.64 |
| D03  | General Maintenance Worker                               | \$15.00       | \$22.00 | 1.62   | \$24.30 | \$35.64 |
| D04  | Janitor  | \$12.00       | \$17.00 | 1.62   | \$19.44 | \$27.54 |
| D05  | Laborer  | \$15.00       | \$20.00 | 1.62   | \$24.30 | \$32.40 |
| D06  | Librarian  | \$14.00       | \$19.00 | 1.45   | \$20.30 | \$27.55 |
| D07  | Library Aide/Clerk                                       | \$12.00       | \$17.00 | 1.4  | \$16.80 | \$23.80 |
| D08  | Library Technician                                       | \$15.00       | \$20.00 | 1.4  | \$21.00 | \$28.00 |
| D09  | Material Coordinator                                     | \$17.00       | \$22.00 | 1.62   | \$27.54 | \$35.64 |
| D10  | Material Handling Laborer                                | \$22.00       | \$27.00 | 1.62   | \$35.64 | \$43.74 |
| D11  | Order Filler   | \$15.00       | \$20.00 | 1.62   | \$24.30 | \$32.40 |
| D12  | Shipping Packer  | \$12.00       | \$17.00 | 1.62   | \$19.44 | \$27.54 |
| D13  | Shipping / Receiving Clerk                               | \$12.00       | \$17.00 | 1.4  | \$16.80 | \$23.80 |
| D14  | Stock Clerk  | \$12.00       | \$17.00 | 1.4  | \$16.80 | \$23.80 |
| D15  | Park Naturalist  | \$17.00       | \$22.00 | 1.62   | \$27.54 | \$35.64 |
| D16  | Recreation Specialist                                    | \$17.00       | \$22.00 | 1.62   | \$27.54 | \$35.64 |
| D17  | Warehouse Specialist                                     | \$17.00       | \$22.00 | 1.62   | \$27.54 | \$35.64 |
|      |  |               |         |  |         |         |
|      | <b>Health:</b>   |               |         |  |         |         |
| E01  | Breath Alcohol Technician                                | \$17.00       | \$27.00 | 1.4  | \$23.80 | \$37.80 |
| E02  | Certified Occupational Therapist Assistant               | \$17.00       | \$27.00 | 1.4  | \$23.80 | \$37.80 |
| E03  | Certified Physical Therapist Assistant                   | \$22.00       | \$29.00 | 1.4  | \$30.80 | \$40.60 |
| E04  | Claims Processor   | \$17.00       | \$22.00 | 1.4  | \$23.80 | \$30.80 |
| E05  | Claims Processor (Senior)                                | \$19.00       | \$25.00 | 1.4  | \$26.60 | \$35.00 |

Attachment A  
**Topp Knotch Personnel, Inc.**  
Temporary Staffing, Direct-Hire and Other Employer Services  
Contract No. TS06-17

**FORM D2 - PRICING PAGE #2.1**

| Code | Occupation Description               | Pricing Range |         | Mark-Up %<br><br>Please Use a<br>Whole Number<br>as the % (MU).<br>Example 25% =<br>1.25 | Total   |         |
|------|--------------------------------------|---------------|---------|--|---------|---------|
|      |                                      | Low           | High    |  | Low     | High    |
| E06  | Dental Assistant                     | \$19.00       | \$22.00 | 1.4  | \$26.60 | \$30.80 |
| E07  | Dental Hygienist                     | \$20.00       | \$30.00 | 1.4  | \$28.00 | \$42.00 |
| E08  | Dietary Aide                         | \$19.00       | \$25.00 | 1.4  | \$26.60 | \$35.00 |
| E09  | EKG Technician                       | \$27.00       | \$30.00 | 1.4  | \$37.80 | \$42.00 |
| E10  | Electroneurodiagnostic Technologist  | \$27.00       | \$30.00 | 1.4  | \$37.80 | \$42.00 |
| E11  | Eligibility / Insurance Verifier     | \$19.00       | \$22.00 | 1.4  | \$26.60 | \$30.80 |
| E12  | Eligibility Referral Coordinator     | \$17.00       | \$20.00 | 1.4  | \$23.80 | \$28.00 |
| E13  | Emergency Medical Technician         | \$33.00       | \$45.00 | 1.4  | \$46.20 | \$63.00 |
| E14  | Insurance Coordinator                | \$17.00       | \$22.00 | 1.4  | \$23.80 | \$30.80 |
| E15  | Licensed Practical Nurse I           | \$17.00       | \$25.00 | 1.4  | \$23.80 | \$35.00 |
| E16  | Licensed Practical Nurse II          | \$22.00       | \$29.00 | 1.4  | \$30.80 | \$40.60 |
| E17  | Licensed Practical Nurse III         | \$25.00       | \$32.00 | 1.4  | \$35.00 | \$44.80 |
| E18  | Medical Assistant                    | \$17.00       | \$22.00 | 1.4  | \$23.80 | \$30.80 |
| E19  | Medical Laboratory Technician        | \$19.00       | \$25.00 | 1.4  | \$26.60 | \$35.00 |
| E20  | Medical Record Clerk                 | \$12.00       | \$19.00 | 1.4  | \$16.80 | \$26.60 |
| E21  | Medical Record Technician            | \$15.00       | \$22.00 | 1.4  | \$21.00 | \$30.80 |
| E22  | Medical Transcriptionist             | \$22.00       | \$29.00 | 1.4  | \$30.80 | \$40.60 |
| E23  | Nuclear Medicine Technologist        | \$27.00       | \$35.00 | 1.4  | \$37.80 | \$49.00 |
| E24  | Nursing Assistant I                  | \$19.00       | \$25.00 | 1.4  | \$26.60 | \$35.00 |
| E25  | Nursing Assistant II                 | \$22.00       | \$27.00 | 1.4  | \$30.80 | \$37.80 |
| E26  | Nursing Assistant III                | \$24.00       | \$29.00 | 1.4  | \$33.60 | \$40.60 |
| E27  | Nursing Assistant IV                 | \$30.00       | \$35.00 | 1.4  | \$42.00 | \$49.00 |
| E28  | Optical Dispenser                    | \$19.00       | \$22.00 | 1.4  | \$26.60 | \$30.80 |
| E29  | Optical Technician                   | \$22.00       | \$27.00 | 1.4  | \$30.80 | \$37.80 |
| E30  | Pharmacy Technician                  | \$17.00       | \$25.00 | 1.4  | \$23.80 | \$35.00 |
| E31  | Phlebotomist                         | \$17.00       | \$25.00 | 1.4  | \$23.80 | \$35.00 |
| E32  | Radiologic Technologist              | \$22.00       | \$35.00 | 1.4  | \$30.80 | \$49.00 |
| E33  | Registered Nurse I                   | \$42.00       | \$48.00 | 1.4  | \$58.80 | \$67.20 |
| E34  | Registered Nurse II                  | \$45.00       | \$51.00 | 1.4  | \$63.00 | \$71.40 |
| E35  | Registered Nurse III                 | \$49.00       | \$57.00 | 1.4  | \$68.60 | \$79.80 |
| E36  | Registered Nurse IV                  | \$50.00       | \$60.00 | 1.4  | \$70.00 | \$84.00 |
| E37  | Scheduler (Drug and Alcohol Testing) | \$17.00       | \$22.00 | 1.4  | \$23.80 | \$30.80 |
| E38  | Substance Abuse Treatment Counselor  | \$22.00       | \$35.00 | 1.4  | \$30.80 | \$49.00 |
|      |                                      |               |         |  |         |         |
|      | <b>Information Technology:</b>       |               |         |  |         |         |
| F01  | Application Developer                | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F02  | Application Support Analyst          | \$47.00       | \$52.00 | 1.45   | \$68.15 | \$75.40 |
| F03  | Applications Engineer                | \$42.00       | \$48.00 | 1.45   | \$60.90 | \$69.60 |
| F04  | Computer Operator I                  | \$27.00       | \$33.00 | 1.45   | \$39.15 | \$47.85 |
| F05  | Computer Operator II                 | \$30.00       | \$36.00 | 1.45   | \$43.50 | \$52.20 |
| F06  | Computer Operator III                | \$33.00       | \$39.00 | 1.45   | \$47.85 | \$56.55 |
| F07  | Computer Operator IV                 | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |

Attachment A  
**Topp Knotch Personnel, Inc.**  
Temporary Staffing, Direct-Hire and Other Employer Services  
Contract No. TS06-17

**FORM D2 - PRICING PAGE #2.1**

| Code | Occupation Description                  | Pricing Range |         | Mark-Up %<br><br>Please Use a<br>Whole Number<br>as the % (MU).<br>Example 25% =<br>1.25 | Total   |         |
|------|---|---------------|---------|--|---------|---------|
|      |   | Low           | High    |  | Low     | High    |
| F08  | Computer Operator V                     | \$37.00       | \$42.00 | 1.45   | \$53.65 | \$60.90 |
| F09  | Computer Programmer I                   | \$27.00       | \$33.00 | 1.45   | \$39.15 | \$47.85 |
| F10  | Computer Programmer II                  | \$29.00       | \$35.00 | 1.45   | \$42.05 | \$50.75 |
| F11  | Computer Programmer III                 | \$33.00       | \$39.00 | 1.45   | \$47.85 | \$56.55 |
| F12  | Computer Programmer IV                  | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F13  | Computer Systems Analyst I              | \$21.00       | \$27.00 | 1.45   | \$30.45 | \$39.15 |
| F14  | Computer Systems Analyst II             | \$23.00       | \$29.00 | 1.45   | \$33.35 | \$42.05 |
| F15  | Computer Systems Analyst III            | \$25.00       | \$31.00 | 1.45   | \$36.25 | \$44.95 |
| F16  | Customer Support Administrator          | \$19.00       | \$25.00 | 1.45   | \$27.55 | \$36.25 |
| F17  | Customer Support Specialist             | \$22.00       | \$28.00 | 1.45   | \$31.90 | \$40.60 |
| F18  | Database Administrator                  | \$35.00       | \$43.00 | 1.45   | \$50.75 | \$62.35 |
| F19  | Data Center Support Specialist          | \$22.00       | \$28.00 | 1.45   | \$31.90 | \$40.60 |
| F20  | Desktop Support Manager                 | \$27.00       | \$35.00 | 1.45   | \$39.15 | \$50.75 |
| F21  | Desktop Support Specialist              | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F22  | Developer                               | \$40.00       | \$46.00 | 1.45   | \$58.00 | \$66.70 |
| F23  | Director of Technology                  | \$60.00       | \$66.00 | 1.45   | \$87.00 | \$95.70 |
| F24  | GIS (Geographic Info. Systems) Tech. I  | \$27.00       | \$33.00 | 1.45   | \$39.15 | \$47.85 |
| F25  | GIS (Geographic Info. Systems) Tech. II | \$32.00       | \$38.00 | 1.45   | \$46.40 | \$55.10 |
| F26  | Help Desk Specialist                    | \$20.00       | \$26.00 | 1.45   | \$29.00 | \$37.70 |
| F27  | Help Desk Technician                    | \$21.00       | \$37.00 | 1.45   | \$30.45 | \$53.65 |
| F28  | Information Systems Project Manager     | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F29  | Information Technology Coordinator      | \$22.00       | \$28.00 | 1.45   | \$31.90 | \$40.60 |
| F30  | Information Technology Director         | \$30.00       | \$36.00 | 1.45   | \$43.50 | \$52.20 |
| F31  | Information Technology Manager          | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F32  | IT Support Manager                      | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F33  | IT Support Specialist                   | \$20.00       | \$26.00 | 1.45   | \$29.00 | \$37.70 |
| F34  | IT Systems Administrator                | \$19.00       | \$25.00 | 1.45   | \$27.55 | \$36.25 |
| F35  | Java Developer                          | \$30.00       | \$36.00 | 1.45   | \$43.50 | \$52.20 |
| F36  | Management Information Systems Director | \$30.00       | \$36.00 | 1.45   | \$43.50 | \$52.20 |
| F37  | Network/Communications Support Clerk    | \$20.00       | \$26.00 | 1.45   | \$29.00 | \$37.70 |
| F38  | Network Systems Administrator           | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F39  | Peripheral Equipment Operator           | \$19.00       | \$25.00 | 1.45   | \$27.55 | \$36.25 |
| F40  | Senior Database Administrator           | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F41  | Senior Network System Administrator     | \$27.00       | \$33.00 | 1.45   | \$39.15 | \$47.85 |
| F42  | Senior Programmer                       | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F43  | Senior Programmer Analyst               | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F44  | Senior Security Specialist              | \$40.00       | \$46.00 | 1.45   | \$58.00 | \$66.70 |
| F45  | Senior Support Specialist               | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F46  | Senior System Administrator             | \$40.00       | \$46.00 | 1.45   | \$58.00 | \$66.70 |
| F47  | Senior System Analyst                   | \$42.00       | \$48.00 | 1.45   | \$60.90 | \$69.60 |
| F48  | Senior Web Administrator                | \$47.00       | \$53.00 | 1.45   | \$68.15 | \$76.85 |
| F49  | Senior Web Developer                    | \$52.00       | \$58.00 | 1.45   | \$75.40 | \$84.10 |

Attachment A  
**Topp Knotch Personnel, Inc.**  
Temporary Staffing, Direct-Hire and Other Employer Services  
Contract No. TS06-17

**FORM D2 - PRICING PAGE #2.1**

| Code | Occupation Description                 | Pricing Range |         | Mark-Up %<br><br>Please Use a<br>Whole Number<br>as the % (MU).<br>Example 25% =<br>1.25 | Total   |         |
|------|--|---------------|---------|--|---------|---------|
|      |  | Low           | High    |  | Low     | High    |
| F50  | Software Developer                     | \$60.00       | \$66.00 | 1.45   | \$87.00 | \$95.70 |
| F51  | Software Quality Assurance Analyst     | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F52  | Support Specialist                     | \$20.00       | \$26.00 | 1.45   | \$29.00 | \$37.70 |
| F53  | Systems Administrator                  | \$27.00       | \$33.00 | 1.45   | \$39.15 | \$47.85 |
| F54  | Systems Analyst                        | \$42.00       | \$48.00 | 1.45   | \$60.90 | \$69.60 |
| F55  | Systems Designer                       | \$50.00       | \$56.00 | 1.45   | \$72.50 | \$81.20 |
| F56  | System Support Specialist              | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F57  | Technical Operations Officer           | \$40.00       | \$46.00 | 1.45   | \$58.00 | \$66.70 |
| F58  | Technical Support Specialist           | \$42.00       | \$48.00 | 1.45   | \$60.90 | \$69.60 |
| F59  | Technical Specialist                   | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F60  | Telecommunications Specialist          | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F61  | Web Administrator                      | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F62  | Web Developer                          | \$35.00       | \$41.00 | 1.45   | \$50.75 | \$59.45 |
| F63  | Web Master                             | \$60.00       | \$66.00 | 1.45   | \$87.00 | \$95.70 |
|      |  |               |         |  |         |         |
|      | <b>Procurement:</b>                    |               |         |  |         |         |
| G01  | Buyer I                                | \$17.00       | \$25.00 | 1.40   | \$23.80 | \$35.00 |
| G02  | Buyer II                               | \$19.00       | \$27.00 | 1.40   | \$26.60 | \$37.80 |
| G03  | Buyer III                              | \$22.00       | \$37.00 | 1.40   | \$30.80 | \$51.80 |
| G04  | Purchasing Manager                     | \$25.00       | \$42.00 | 1.40   | \$35.00 | \$58.80 |
|      |  |               |         |  |         |         |
|      | <b>Professional:</b>                   |               |         |  |         |         |
| H01  | Business Development Manager           | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40 |
| H02  | Business Development Sales Rep.        | \$22.00       | \$28.00 | 1.4  | \$30.80 | \$39.20 |
| H03  | Contract Administrator                 | \$22.00       | \$28.00 | 1.4  | \$30.80 | \$39.20 |
| H04  | Contract Specialist                    | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40 |
| H05  | Community Relations Representative II  | \$12.00       | \$18.00 | 1.4  | \$16.80 | \$25.20 |
| H06  | Community Relations Representative III | \$15.00       | \$31.00 | 1.4  | \$21.00 | \$43.40 |
| H07  | Executive Consultant                   | \$37.00       | \$43.00 | 1.4  | \$51.80 | \$60.20 |
| H08  | Facility Manager                       | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40 |
| H09  | Fire / HAZMAT Specialist               | \$37.00       | \$43.00 | 1.4  | \$51.80 | \$60.20 |
| H10  | Grant Administrator                    | \$22.00       | \$28.00 | 1.4  | \$30.80 | \$39.20 |
| H11  | Housing Specialist                     | \$14.00       | \$20.00 | 1.4  | \$19.60 | \$28.00 |
| H12  | Human Resources Coordinator            | \$14.00       | \$20.00 | 1.4  | \$19.60 | \$28.00 |
| H13  | Human Resources Manager                | \$27.00       | \$33.00 | 1.4  | \$37.80 | \$46.20 |
| H14  | Human Resources Specialist             | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40 |
| H15  | Inspection Manager                     | \$27.00       | \$33.00 | 1.4  | \$37.80 | \$46.20 |
| H16  | Inspection Specialists                 | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40 |
| H17  | Insurance Specialist I                 | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40 |
| H18  | Insurance Specialist II                | \$27.00       | \$33.00 | 1.4  | \$37.80 | \$46.20 |
| H19  | Insurance Specialist III               | \$30.00       | \$36.00 | 1.4  | \$42.00 | \$50.40 |
| H20  | Law Enforcement Specialist             | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40 |

Attachment A  
**Topp Knotch Personnel, Inc.**  
Temporary Staffing, Direct-Hire and Other Employer Services  
Contract No. TS06-17

**FORM D2 - PRICING PAGE #2.1**

| Code | Occupation Description                    | Pricing Range |         | Mark-Up %<br><br>Please Use a<br>Whole Number<br>as the % (MU).<br>Example 25% =<br>1.25 | Total   |          |
|------|---|---------------|---------|--|---------|----------|
|      |   | Low           | High    |  | Low     | High     |
| H21  | Logistics Specialists                     | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40  |
| H22  | Logistics Manager                         | \$27.00       | \$33.00 | 1.4  | \$37.80 | \$46.20  |
| H23  | Paralegal/Legal Assistant I               | \$22.00       | \$28.00 | 1.4  | \$30.80 | \$39.20  |
| H24  | Paralegal/Legal Assistant II              | \$25.00       | \$31.00 | 1.4  | \$35.00 | \$43.40  |
| H25  | Paralegal/Legal Assistant III             | \$27.00       | \$33.00 | 1.4  | \$37.80 | \$46.20  |
| H26  | Paralegal/Legal Assistant IV              | \$33.00       | \$39.00 | 1.4  | \$46.20 | \$54.60  |
| H27  | Park Ranger                               | \$19.00       | \$25.00 | 1.4  | \$26.60 | \$35.00  |
| H28  | Principle Consultant                      | \$17.00       | \$23.00 | 1.4  | \$23.80 | \$32.20  |
| H29  | Public Assistance Specialist              | \$17.00       | \$23.00 | 1.4  | \$23.80 | \$32.20  |
| H30  | Safety Manager                            | \$33.00       | \$39.00 | 1.4  | \$46.20 | \$54.60  |
| H31  | Security - unarmed                        | \$17.00       | \$23.00 | 1.4  | \$23.80 | \$32.20  |
| H33  | Senior Writer                             | \$25.00       | \$33.00 | 1.4  | \$35.00 | \$46.20  |
| H34  | Transportation Manager                    | \$20.00       | \$27.00 | 1.4  | \$28.00 | \$37.80  |
|      | <b>Scientific:</b>                        |               |         |  |         |          |
| I01  | Wildlife Biologist                        | \$45.00       | \$75.00 | 1.40   | \$63.00 | \$105.00 |
| I02  | Environmental Coordinator I               | \$17.00       | \$22.00 | 1.40   | \$23.80 | \$30.80  |
| I03  | Geologist                                 | \$45.00       | \$75.00 | 1.40   | \$63.00 | \$105.00 |
|      | <b>Miscellaneous:</b>                     |               |         |  |         |          |
| J01  | Cashier                                   | \$12.00       | \$17.00 | 1.40   | \$16.80 | \$23.80  |
| J02  | Desk Clerk                                | \$12.00       | \$17.00 | 1.40   | \$16.80 | \$23.80  |
| J03  | Lifeguard                                 | \$17.00       | \$22.00 | 1.45   | \$24.65 | \$31.90  |
| J04  | Park Attendant (Aide)                     | \$17.00       | \$22.00 | 1.40   | \$23.80 | \$30.80  |
| J05  | Recreation Aide/Health Facility Attendant | \$17.00       | \$22.00 | 1.40   | \$23.80 | \$30.80  |
| J06  | Recreation Specialist                     | \$17.00       | \$22.00 | 1.40   | \$23.80 | \$30.80  |
| J07  | Sales Clerk                               | \$15.00       | \$20.00 | 1.40   | \$21.00 | \$28.00  |
| J08  | School Crossing Guard                     | \$17.00       | \$22.00 | 1.45   | \$24.65 | \$31.90  |
| J09  | Sports Official                           | \$17.00       | \$22.00 | 1.45   | \$24.65 | \$31.90  |
| J10  | Load Ticket Data Entry Clerk              | \$12.00       | \$17.00 | 1.40   | \$16.80 | \$23.80  |