

PRICE PROPOSAL

This Price Proposal form must **be submitted in a sealed envelope marked Price Proposal, separate from the proposal.** Failure to adhere to this instruction will result in automatic disqualification of your proposal. Price must remain firm for the entire duration of the contract. Expenses should be estimated and included in the below fee and shall be billed and paid at actual cost. If the amount of the actual expenses incurred by the successful proposer to fulfill the scope of services exceeds the anticipated amount of expenses included in the below submitted fee, there will be NO amendment to increase the contract to cover expenses incurred to fulfill the scope of services.

The price submitted below must include ALL fees and estimated expenses including but not limited to consultant travel expenses and advertising and recruitment costs.

Total Price Submitted	\$ <u>32,000</u>
	+ \$10,000.00 ¹
Total Price Submitted Plus Contingency	\$ <u>42,000</u>

Total Price Submitted Plus Contingency in words: Forty-two thousand dollars

Please include a supplemental sheet with an itemized breakdown of the fee including:

1. Hourly Rates of each staff member assigned to the contract
2. Anticipated Travel Expenses (which will be billed and paid at actual cost)
3. Anticipated Advertising Expenses (which will be billed and paid at actual cost)
4. Other

Name of Bidder: Joellen C. Earl/GovHR USA

Signature of Bidder:  _____

If Addenda issued by the City, this proposal includes addenda numbered: N/A

¹ This amount will be added to the successful proposer's contract in the event the City's has a need for additional services. Any services intended to billed as additional services must be agreed to in writing by the City and billed at the rates attached in the supplemental pricing sheet requested. The City will not be responsible for paying for any additional costs/expenses/fees not included in the total price submitted above that have not been specifically authorized and approved in writing by the City in advance of incurring the expenses.

Name of Individual submitting proposal: Joellen C. Earl

Name of business: GovHR USA

Address of Bidder: 630 Dundee Road, Suite 130, Northbrook, IL 60062

Telephone Number: 847-380-3240

Fax Number: 866-401-3100

Email Address: JEarl@GovHRusa.com

Please check one of the following and insert the requested information:

Corporation, incorporated in the State of: Illinois

Partnership. Names of partners: _____

Individual _____

THIS PRICE PROPOSAL FORM MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE MARKED PRICE PROPOSAL

CITY OF CAMBRIDGE – CITY MANAGER RECRUITMENT
SUPPLEMENTAL PRICING SHEET

Consulting and Administrative Support Fees – Hourly Rates

\$22,500.00. The hourly rate for the lead consultants is \$125.00, and is \$50.00 for administrative support. It is estimated that the hours needed for the recruitment will be as follows:

Consultants – 150 hours
Administrative Support – 75 hours

Anticipated Travel Expenses

\$3,750.00. Consultant anticipated travel expenses (includes transportation, lodging and meals) are estimated as follows:

Trip #1 – Stakeholder Outreach/Engagement – Two Consultants - \$1,250.00
Trip #2 – Presentation of Candidates – Two Consultants - \$1,250.00
Trip #3 – Candidate Interviews – One Consultant - \$625.00
Trip #4 – Candidate Interviews – One Consultant - \$625.00

Travel expenses are not to exceed – Client will be billed actual cost if the fees are below the estimate.

Anticipated Advertising Expenses

\$2,000. Advertising costs over \$2,000 will be placed only with client approval. If costs are less than \$2,000, Client will be billed the actual cost.

Related Expenses

\$2,500. Recruitment Expenses, Candidate Outreach Tools and Due Diligence, including background screening.

Total before Contingency: \$32,000

Other Expenses – not included in Estimate

The Proposal expenses include up to 10 Recruitment Reports and related materials and 10 Interview Books per interview (two sessions are anticipated). Clients requesting additional copies will be billed an additional per-book charge which may then exceed the estimated expenses. Our per book charge is \$50.00.

The Proposal expenses do not include travel and accommodations for Candidates interviewed.

The Proposal assumes Recruitment Brochures will be produced as electronic files. Printed brochures can be provided, if desired, for an additional cost of \$900.00.