

## Enclosure (4) Standard CPRA Fee Schedule

Firm Name: \_\_\_\_\_

Labor Category (Proposer must provide rates for listed Labor Categories)	Unit	Rate for Staff located at CPRA's office	Rate for Staff located at Proposer's office
Principal/Partner	Hour	_____	_____
Project Manager	Hour	_____	_____
Senior Staff Accountant/Auditor	Hour	_____	_____
Staff Accountant/Auditor	Hour	_____	_____
Administrative/Clerical	Hour	_____	_____

**Specialty Category:** Proposer may add up to four (4) Job Titles deemed necessary by proposer but not included in the above list. Please attach a brief job description for any titles added.

	Hour	_____	_____
	Hour	_____	_____
	Hour	_____	_____
	Hour	_____	_____

- 1) Rates should be inclusive of all travel related costs (e.g. meals, lodging, mileage, etc.).
- 2) Rates should be inclusive of all supply costs normally associated with the delivery of services (office supplies, etc.)
- 3) All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost with prior approval of contract administrator.

### Staff Classifications:

Principal/Partner – Duties to include, but not limited to, responsible for overall quality management of the entire effort performed under this contract; resolve potential concerns communicated by the State.

Project Manager – Duties to include, but not limited to, responsible for the overall direction, coordination, implementation, execution, control and completion of the contract deliverables within the scope, schedule and budget.

Senior Staff Accountant/Auditor – Duties to include, but not limited to, provide senior level accounting expertise in the execution of tasks assignments.

Staff Accountant/Auditor – Duties to include, but not limited to, perform assigned accounting tasks.

Administrative/Clerical – Duties to include, but not limited to, provide administrative and clerical support to ensure the efficient execution of the entire effort performed under this contract.