

**PAYMENT RATE SCHEDULE FORM**

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| Name of Statement of Qualifications Submitter: |  |

Each Statement Of Qualifications (“SOQ”) Submitter must submit the information requested on the forms on the following pages.

# Personnel Billing Rates

On Page 2 of this Form, SOQ Submitter must list the staff level, title and hourly billing rates for each staff level of personnel in its firm who will be assigned to work with CRRA on the project.

# Ancillary Service Rates

On Page 3 of this Form, SOQ Submitter must provide the rates at which ancillary services are billed, including, but not limited to:

* Word processing;
* Copying;
* Travel in firm-owned vehicle (per mile);
* Computer time;
* Any other services (excluding telephones and cell phones) for which the bidder routinely bills.

# General Provisions Regarding Billing and Expenses

The following provisions apply to all of the firm’s billing and expenses related to providing Services pursuant to the Contract Documents.

## “Doing Business” Costs

The following items are considered part of the firm’s fixed costs of “doing business” and will not be paid for by CRRA:

* Facsimile transmissions;
* Postage;
* Local telephone calls;
* Word Processing;
* Overtime or extra help;
* Delivery of documents (unless the delay is caused by the CRRA);
* Training of the firm’s personnel;
* Secretarial time; and
* Intra-office conferencing and memorandums.

## Expenses For Which CRRA Will Not Pay

CRRA will not pay for:

* Rates for professionals for functions normally performed by clerks or secretaries;
* Excessive revisions of documents;
* Long distance or out-of-state travel unless expressly authorized by the CRRA;
* Photocopy expenses at more than $0.10 per page. (CRRA must authorize photocopy costs in excess of $200 for a single job in advance);
* Any other staff service charges, such as meals, filing, proofreading, regardless of when incurred;
* Time spent in preparing bills to CRRA;
* Budget preparation and revisions; and
* Messenger and Federal Express delivery unless rush is caused by CRRA or is at CRRA’s request and then will be billed by weight at standard Federal Express rates.

## Expenses For Which CRRA Will Pay Actual Costs

CRRA will pay actual costs for the following:

* Long-distance telephone billed at direct-line charge rates.
* Extraordinary postage for a singular mailing exceeding a combined cost of $1.00 per mailing per file.

## Expenses For Which CRRA Will Pay Actual Costs If Authorized In Advance

CRRA will pay actual costs for the following, if authorized in advance:

* Retention of subcontractors. (Selections and terms of engagement for services other than ancillary services specified herein must be pre-approved.)
* Extraordinary travel.

**BILLING RATES**

**(Provide Billing Rates Below)**

(Use Additional Sheets If Necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Level | Title | Hourly Rate | | |
| July 1, 2014 – Jun. 30, 2015 | Jul. 1, 2015 – Jun. 30, 2016 | Jul. 1, 2016 – Jun. 30, 2017 |
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**ANCILLARY SERVICE RATES**

**(Provide Rates Below)**

(Use Additional Sheets If Necessary)

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| --- | --- | --- | --- |
| **Ancillary Service** | **Rate** | | |
| Jul. 1, 2014 – Jun. 30, 2015 | Jul. 1, 2015 – Jun. 30, 2016 | Jul. 1, 2016 – Jun. 30, 2017 |
| Word Processing (Per Hour) |  |  |  |
| Copying (Per Page) |  |  |  |
| Travel in Firm-Owned Vehicle (Per Mile) | *To be billed at IRS standard mileage rates* | *To be billed at IRS standard mileage rates* | *To be billed at IRS standard mileage rates* |
| **Any Other Services For Which You Routinely Bill (List Below)** |  |  |  |
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