



# Gwinnett

GWINNETT COUNTY  
DEPARTMENT OF FINANCIAL SERVICES  
PURCHASING DIVISION

75 Langley Drive | Lawrenceville, GA 30046-6935  
(O) 770.822.8720 | (F) 770.822.8735  
www.gwinnettcounty.com

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September 20, 2024

**Addendum #3**  
**RP010-24**  
**Provision of Temporary Clerical Services on a Multi-Year Contract**

The Fee Schedule has been revised. The Administration Support Associate I and the Financial Analyst II pay rates have been updated. The attached Fee Schedule must be provided when submitting a proposal.

DELETE Pages 9-10 and REPLACE with attached Pages 9R-10R.

Acknowledge receipt of this addendum on Page 11 of the proposal document.

Sincerely,

Dana Garland, CPPB, FOII, NIGP-CPP  
Purchasing Division

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FEE SCHEDULE

Item #	Skill/Discipline Description	Payroll Rates			
		Temporary Hourly Pay Rate*	Gwinnett County Bill Rate	Temporary OT Hourly Pay Rate	Gwinnett County OT Bill Rate
1	Admin Support Assoc I	\$15.00		\$22.50	
2	Admin Support Assoc II	\$17.60		\$26.40	
3	Admin Support Assoc II	\$20.82		\$31.23	
4	Financial Analyst II	\$29.12		\$43.68	
5	Customer Service Associate I	\$16.19		\$24.29	
6	Customer Service Associate II	\$19.14		\$28.71	
7	Customer Service Associate III	\$20.82		\$31.23	
8	HR Specialist	\$26.78		\$40.17	
9	Legal Associates	\$20.82		\$31.23	
10	Program Analyst III	\$34.44		\$51.66	

\* The "Temporary Employees to be Paid Minimum Hourly Rate" is based on the current Gwinnett County pay structure for these positions.

Service Provider Name \_\_\_\_\_

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