



September 26, 2024

Addendum #7
RP010-24
Provision of Temporary Clerical Services on a Multi-Year Contract

The proposal due date has changed. Proposals will be received until 2:50 P.M. local time on **October 2, 2024**, at the Gwinnett County Financial Services - Purchasing Division – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any proposal received after this date and time will not be accepted.

The Fee Schedule has been revised. Financial Analyst has been added. The attached Fee Schedule **must** be provided when submitting a proposal.

DELETE Pages 9R-10R and **REPLACE** with attached Pages 9R2-10R2.

ADD Exhibit A Addition, description of Financial Analyst I.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Dana Garland".

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

FAILURE TO RETURN THIS PAGE AS PART OF PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL.

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 III	\$20.82		\$31.23	
4	Financial Analyst I	\$26.78		\$40.17	
5	Financial Analyst II	\$29.12		\$43.68	
6	Customer Service Associate I	\$16.19		\$24.29	
7	Customer Service Associate II	\$19.14		\$28.71	
8	Customer Service Associate III	\$20.82		\$31.23	
9	HR Specialist	\$26.78		\$40.17	
10	Legal Associates	\$20.82		\$31.23	
11	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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Working Title	Summary	Physical Demands	Minimum Requirements
Financial Analyst I	Professional Level work in accounting and Finance. Will provide a variety of financial duties in accounting, budget, and accounts payable, and grants management. Requires strong analytical, reporting and Microsoft Excel skills. Coordinates and participates in special projects related to financial activities.	Fingering, grasping, talking, hearing, seeing, and repetitive motions. Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	Bachelor's Degree in Accounting, Finance, Business Administration, or closely related field; one year of financial experience; or combination of education and experience to perform job duties.