

Labor Category	Year 1 NTE Rates	Year 2 NTE Rates	Year 3 NTE Rates	Year 4 NTE Rates	Year 5 NTE Rates
Program Director	\$290.00	\$298.70	\$307.66	\$316.89	\$326.40
Program Manager	\$240.00	\$247.20	\$254.62	\$262.25	\$270.12
Subject Matter Expert III	\$260.00	\$267.80	\$275.83	\$284.11	\$292.63
Subject Matter Expert II	\$225.00	\$231.75	\$238.70	\$245.86	\$253.24
Subject Matter Expert I	\$185.00	\$190.55	\$196.27	\$202.15	\$208.22
Acquisition Support Specialist III	\$240.00	\$247.20	\$254.62	\$262.25	\$270.12
Acquisition Support Specialist II	\$185.00	\$190.55	\$196.27	\$202.15	\$208.22
Acquisition Support Specialist I	\$160.00	\$164.80	\$169.74	\$174.84	\$180.08
Analyst III	\$200.00	\$206.00	\$212.18	\$218.55	\$225.10
Analyst II	\$170.00	\$175.10	\$180.35	\$185.76	\$191.34
Analyst I	\$140.00	\$144.20	\$148.53	\$152.98	\$157.57
Project Manager II	\$215.00	\$221.45	\$228.09	\$234.94	\$241.98
Project Manager I	\$175.00	\$180.25	\$185.66	\$191.23	\$196.96
Instructor/Trainer II	\$170.00	\$175.10	\$180.35	\$185.76	\$191.34
Instructor/Trainer I	\$140.00	\$144.20	\$148.53	\$152.98	\$157.57
Administrative	\$93.50	\$96.31	\$99.19	\$102.17	\$105.24

Recommended Options

This page will be used to record the State's acceptance of any the Recommended Options submitted in the Prospective Contractor's proposal.

Item Description:	Spend Analysis		
Additional Cost (if any):	\$60-90k depending on scope	Agency Acceptance: (Y/N)	

Item Description:	Procurement Training Model		
Additional Cost (if any):	\$20-30k	Agency Acceptance: (Y/N)	

Item Description:	Training Module (1 hour)		
Additional Cost (if any):	\$5-10k	Agency Acceptance: (Y/N)	

Item Description:			
Additional Cost (if any):		Agency Acceptance: (Y/N)	

Item Description:			
Additional Cost (if any):		Agency Acceptance: (Y/N)	

Proposed Payment Schedule

Depending on the type of project requested under the contract, Civic Initiatives may use any of the following payment schedule approaches:

- **Time & Materials** – Civic Initiatives would charge the client for all labor categories and hours worked for that month. Typically when this approach is utilized we provide a detailed hourly report along with the invoice to show the resources and hours worked and that provides a status report of activities performed in the month invoiced.
- **Deliverables/Milestones** – Civic Initiatives will develop clear identified deliverables and milestones in their scope of work that will be invoiced to the client upon submission of the deliverable or attainment of the identified milestone.
- **Monthly Fee** – Civic Initiatives will work with the client to identify the total level of effort and timeline and develop a payment schedule that establishes a flat rate per month for services provided for the project. This provides the client with price certainty from month-to-month by creating a flat rate per month that is invoiced monthly. Typically when this approach is utilized we provide a report along with the invoice to show the resources and hours worked and that provides a status report of activities performed in the month invoiced.

Performance Standards

Criteria	Performance Standards	Damages
Timeliness	Contractor provides all Purchasing Entity identified scheduled deliverables by the agreed-upon deadlines established in the approved and most up to date Work Plan for each project.	<p>\$100 for each business day beyond the agreed upon delivery date.</p> <p>Approved schedule changes agreed to with the Purchasing Entity would not trigger any damages.</p> <p>Delays caused by the Purchasing Entity would not trigger damages. All damages will be assessed at the end of each project.</p>
Responsiveness	Contractor responds to Purchasing Entity's communications and requests that could have a material impact within one (1) Business Day* or as otherwise agreed upon.	<p>\$500 for each documented instance of failure to respond within the specified timeframe plus \$25 per hour for each subsequent hour delay.</p> <p>Damages are not assessed if Contractors provides advance notice of Contractor absence.</p>
Assigned Staff	Contractor maintains continuity of key project personnel as identified in the Contract. In the event of a change to any key project personnel, Contractor notifies and obtains approval from Purchasing Entity at least one (1) week prior to the effective date of the staff transition. All changes must be pre-approved by the Purchasing Entity and replacements must have equivalent or higher qualifications.	<p>\$500 one-time assessment of damages if key project personnel are replaced without prior approval from the Purchasing Entity.</p>
Quality of Deliverables	Deliverables are complete, accurate, and comply with all agreed upon contractual obligations and applicable laws, rules, and policies.	<p>If a deliverable is rejected, the Purchasing Entity will provide details of the deficiency and a timeline for delivery of a corrected version. Contractor shall provide a corrected version to the Purchasing Entity in the timeline provided. The original timeline for subsequent, dependent tasks remains unchanged. The Contractor dedicates sufficient resources at no additional cost to the Purchasing Entity to mitigate downstream impact. Three (3) or more rejections of the deliverable shall result in a corrective action plan and immediate reduction of cost of the deliverable by 20% to the Purchasing Entity. Contractor completes corrective actions based upon the agreed upon date(s) requested by the Purchasing Entity.</p>

Criteria	Performance Standards	Damages
Knowledge Transfer	Contractor completes all end of contract transition duties within timeframes set forth by the Purchasing Entity and agreed upon during negotiations.	<p>\$100 for each business day beyond the agreed upon delivery date.</p> <p>Approved schedule changes agreed to with the Purchasing Entity would not trigger any damages.</p> <p>Delays caused by the Purchasing Entity would not trigger damages. All damages will be assessed at the end of each project.</p>
Conflict of Interest	Contractor complies with the Purchasing Entity's Conflict of Interest agreement and addresses any actual, apparent, or potential conflicts to the satisfaction of the Purchasing Entity.	\$1,000 per day for each business day past five (5) business days for each actual, apparent, or potential conflict of interest it fails to disclose.
FOIA Compliance	Contractor cooperates with Purchasing Entity requests for information and documents required to fulfill Arkansas Freedom of Information Act (FOIA) request and provides all documents in its possession or control to Purchasing Entity according to the Purchasing Entity's request.	Contractor may be subject to actual penalties, fees, and costs imposed on the Purchasing Entity attributable to the Contractor's sole failure to timely and accurately provide the requested information and documents.
Data Confidentiality	Contractor complies with applicable State and federal laws, rules, policies and confidentiality agreements as required by the Purchasing Entity upon engagement.	\$10,000 for each improper disclosure of data.