

ATTACHMENT B: MASTER ROSTER FEE SCHEDULE

General Instructions

Identify all potential position titles and descriptions that may provide services using the Master Roster program. Be certain to identify the selected service subcategory, the personnel categories that may provide services, and the corresponding billable hourly rate. A fee schedule template and example is provided below.

Company Name	Subcategory Number, Title & Effective Date	Position Title (1)	Position Description (2)	Billable Hourly Rate (3)
ABC Contracting Company	1.6, Survey Services Eff. 3/1/2026	Licensed Civil Engineer		\$150.00
		Licensed Surveyor		\$125.00
		Administrative Support		\$40.00

- (1) List all applicable positions that may provide services under the designated subcategory.
- (2) Provide general description, i.e. typical tasks and duties, of position description. The position description will be used to compare hourly rates of various participants who may have different titles for their staffs.
- (3) List specific billable hourly rate corresponding to each identified position/skill set. Rate must include direct and indirect compensation costs. Do not identify a dollar range for billable rates.

Additional Information

1. Applicants must create a separate fee schedule like above for each subcategory.
2. Participants may add an additional subcategory by submitting an additional fee schedule like above. Contact the Master Roster Program Administrator for additional information.
3. **Annual Fee Escalator Feature.** Participants will have one opportunity annually to revise their existing fee schedules up to a maximum of 5%. See the **Annual Fee Escalator Feature** in the RFQ or contact the Master Roster Program Administrator for additional information. Fees increased using this **Feature** will be effective on the anniversary date of the Participant's submission to the 2026-2031 Program.