

PROPOSAL FOR TEXAS FIRST GROUP SERVICES

Why Texas First Group

Two key factors set TFG apart from other firms offering interim services:

- **Woman-Owned Business:** Texas First Group is a woman-owned company.
- **Budget-Conscious Approach:** Our services are designed to work within your existing budget. Rather than charging a large upfront or lump-sum fee—often not accounted for in municipal budgets—we align our fees with the salary and benefits already budgeted for the position.

Provision of Position Candidates

TFG will provide a candidate(s) for consideration of interim service to your city. If the city hires a TFG provided candidate on a permanent basis, TFG will charge a **one-time finder's fee equal to 10% of the position's annual budgeted amount.**

Interim Service Agreement Overview

- TFG interim services are billed on an **hourly basis**, as outlined in the pricing breakdown below.
- The City will reimburse mileage at the current IRS rate for daily commuting, as well as any approved out-of-pocket expenses.
- If a daily commute is not feasible, the City will provide housing for the Associate and cover **two round trips per month** to the Associate's home.
- If a TFG Associate serves your city in an interim capacity and the City elects to hire that Associate on a permanent basis, TFG will charge a **one-time consulting fee equal to 10% of the position's annual budgeted amount.**

Pricing Calculation

The hourly rate is calculated as follows:

(Budgeted Annual Salary + 32% average benefits) ÷ 2,080 hours = Hourly Rate

The resulting hourly rate is rounded to the nearest dollar.

(Based on a \$109,000.00 Annual Salary)

- Budgeted Annual Salary: \$109,000
- Average Benefits (32%): \$34,880
- Total Budgeted Compensation: \$143,880
- Annual Work Hours: 2,080
- Calculated Hourly Rate: \$69.17
- **Hourly Rate Charged to the City: \$69.00**

Acknowledgement and Approval

The undersigned acknowledges receipt of this proposal and approves the terms outlined within.

[Signature follows on next page]

Authorized Representative Name

Title

City / Organization

Signature

Date