

**Attachment B – Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule**

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE  
Used For Basic Services & Additional Services  
Separate Schedule Required for Prime Consultant & each Subconsultant**

Firm Name: \_\_\_\_\_ Principal-in-Charge: \_\_\_\_\_

Wisconsin Reg. Number: \_\_\_\_\_

Principal's Flat Rate: ..... \$\_\_\_\_\_ /hr.

Overhead & Profit Factor (multiplier): ..... \_\_\_\_\_

(Include copy of audited account of overhead factor or complete)

Name	Classification	Direct Salary Rate/Hour
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the consultant. This factor remains fixed for the life of the Project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual accounting of the rates:

Approved for Milwaukee County  
Department of Administrative Services,  
Facilities Management Division

As of: \_\_\_\_\_, 20\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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**Schedule**

If your firm does not possess a FAR audit certified rate, please complete the following:

**Overhead Rate = \_\_\_\_\_ (Without Profit)**

\_\_\_\_\_ does not have an audit-certified  
(Name of Firm)

The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with the standards of:

\_\_\_\_\_

It is understood and agreed that no direct charge will be made for labor or expenses included in the Overhead Rate Factor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_