

## EXHIBIT C

### Payment Terms

#### Payment Terms

**As defined in the Master Services Agreement, CONSULTANT shall invoice the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided for in this exhibit.**

Upon successfully meeting the terms of each deliverable as set forth below, Consultant shall invoice the City for actual hours worked not to exceed estimates in the Payment Milestones.

Sections #	Section Title	Section Deliverable	Unit	Rate	Estimated Hours	Extended Estimate	Project Management	Oversight	Milestone Payment	Planned Milestone Acceptance Date
1	Records Assessment	Final Records Assessment Report	Per hour	170	95.75	\$ 16,277.50	\$ 1,098.50	\$ 1,022.56	\$ 19,338.56	
	Records Assessment Travel		Per hour	94	10	\$ 940.00				
2	Mid-Level Inventory	Final Excel spreadsheet inventory Identification of applicable retention schedules and DANs	Per hour	170	85.1	\$ 14,467.00	\$ 962.50	\$ 896.00	\$ 17,265.50	
	Mid-Level Inventory Travel		Per hour	94	10	\$ 940.00				
3	Crosswalk Development – Records Consulting	Final Crosswalk Document	Per hour	170	144.108	\$ 24,498.36	\$ 1,693.50	\$ 1,576.40	\$ 27,768.26	10/9/2020
	Crosswalk Development – Systems Consulting		Per hour	188	16.012	\$ 3,010.26	\$ 188.30	\$ 175.28	\$ 3,373.84	10/9/2020
4	Records Management Program Vision and Roadmap	4 Final Documents : File Management Plan, Records Management Policy and Procedures, Training Plan, Records Disaster Preparedness and Recovery Plan	Per hour	170	132.1	\$ 22,457.00	\$ 1,554.90	\$ 1,447.04	\$ 25,458.94	11/20/2020
5	Development of Audit Framework	Audit Framework	Per hour	170	44.1	\$ 7,497.00	\$ 518.30	\$ 482.72	\$ 8,498.02	12/23/2020

**Summary Table**

Extended Estimate totals (Rate Based per Hours)				\$ 90,087.12
Project Management (Allocated across Sections)	Per hour	188	32	\$ 6,016.00
Project Oversight (Allocated across Sections)	Per hour	140	40	\$ 5,600.00
Vehicle Use* (Estimated travel mileage)	Per mile	0.58	1,300	\$ 754.00
Hotel* (Estimated Hotel Expense)	Per night	175	10	\$ 1,750.00
Meals* (Estimated Per Diem)	Per day	65	10	\$ 650.00

Total Project Estimate – RFP 10671-19 \$ 104,857.12

\*Travel expense has been added for budget estimation purposes. This information is to be separately invoiced as incurred not to exceed \$6000.00 total

**Expenses**

CITY agrees to reimburse travel expense such as; airfare, lodging, meals, mileage and local transportation incurred by CONSULTANT in accordance with the then current GSA lodging and per diem rates for King County, Washington for up to 2 onsite visits throughout the life of the contract. CITY will not reimburse CONSULTANT for travel between City facilities. CITY will not reimburse travel expense for CONSULTANT resources who reside within the Seattle Metropolitan area. Travel intended to be expensed requires the prior written consent of CITY. CONSULTANT shall invoice CITY for travel expense no more frequently than once monthly. An invoice for travel expense reimbursement shall contain an itemized listing of each expense, the name of person incurring the expense, dollar amounts and dates services were rendered, and shall include a copy of each receipt identified within the invoice. No reimbursement shall be made for expenses without a corresponding receipt.