



May 1, 2025

Ms. Helen Yu-Scott
Finance Director
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

Subject: Proposal for Technology Consulting Services

Dear Ms. Yu-Scott:

We appreciate the City of Burlingame’s (City’s) interest in continuing technology consulting services. We have extensive experience with this type of work and would be pleased to work with the City in this capacity. The purpose of this letter is to discuss Raftelis continuing to provide information technology services for this engagement.

Approach

In order to assist the City with ongoing technology consulting services, we are prepared to work with you and your department to provide consulting services on an hourly time and materials basis at the City’s direction.

Based upon the information provided, we are available to provide the following services:

- Advise on Information Technology Strategic Planning: Provide advice on strategic plans that address the City’s information technology needs.
- Advise on Best Practices: Provide advice on how technology is being utilized across the organization and identify best practices in areas such as policies, procedures, security, software purchase and implementation, hardware procurement and maintenance, and user training.
- Advise on Technology Projects: Provide advice and guidance regarding specialized projects and project management, as requested.

Fee

This engagement would be invoiced monthly, based on work performed using the following hourly labor rates:

Classification	Hourly Rate
Executive Vice President	\$425
Vice President	\$375
Senior Manager	\$340
Senior Advisor - Consulting	\$295
Senior Advisor – Coaching	\$260

Classification	Hourly Rate
Manager	\$295
Senior Consultant	\$260
Consultant	\$230
Associate Consultant	\$195

Any other expenses would be invoiced at cost.

We look forward to the opportunity to serve the City. If you have any questions, please do not hesitate to contact me at 828.777.6588 or mferguson@raftelis.com.

Sincerely,



Michelle Ferguson
Executive Vice President

The City accepts the terms of this engagement letter:

Approved: _____	Date: _____
Name of Signatory: _____	Title: _____