



FRESNO COUNTY BOARD OF SUPERVISORS
ADMINISTRATIVE POLICY

NO. 5

SUBJECT: CONTRACT SALARY LIMITATION

PAGE 1 OF 2

POLICY STATEMENT

Contractors shall be limited to a maximum 15% administrative cost as compared to the total program budget and employee benefits shall be limited to a maximum of 20% of salaries.

The following language will be included in each applicable contract:

"The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of this agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno."

The above provision shall be applied to renewal or multi-year contracts with non-profit organizations which primarily serve Fresno County and professional services contracts where Fresno County is the sole client, such as:

- Community based organization service contracts related to social services, health services, or probation services.
- Cultural art program contracts.
- Professional services contracts.

EFFECTIVE DATE: October 11, 2016

Deleted by the Fresno County Board of Supervisors:

Date: October 11, 2016

Attest: Susan Bishop

Clerk to the Board of Supervisors

POLICY STATEMENT (CONTINUED)

This policy will not apply to contracts between the County and the Federal or State governments; or one-time contracts. The Board of Supervisors will consider exemptions to this policy only upon the recommendation of the County Administrative Office.

MANAGEMENT RESPONSIBILITY

It shall be the responsibility of any County official authorized by the Board of Supervisors to execute contracts or enter into agreements on behalf of the County to review all applicable contracts to insure that this policy is fully enforced.

It shall be the responsibility of the County Administrative Officer to review requests for exemptions to this policy and to make recommendations to the Board of Supervisors on such requests for exemption.