

COST FILE

A Cost File must be submitted to the District. The prices submitted in the Cost File shall be in accordance with all terms, conditions, specifications, and requirements stated within the RFP documents herein.

Provide information on Vendor's cost for Services on a monthly and annual basis, including detailed information on the hourly costs of the key personnel that will be engaged in the project. The Cost File must include all applicable fees associated with all Services to include subcontractors, travel, and other expenses (where applicable). Cost File must include a Not to Exceed amount over the Term of the Agreement.

Pricing Assumptions and Exclusions: Clearly state any assumptions made in developing the pricing structure, as well as any exclusions or additional fees that may be incurred.

Pricing Guarantees and Flexibility: Vendor shall guarantee pricing for the Term of the Agreement, and no additional fees shall be added during the Term of the Agreement. If Vendor anticipates its pricing will increase during the Term of the Agreement, Vendor must include that in the Cost File.

NOTICE: If a Vendor fails to submit a Cost File that addresses all the components in the Scope of Work, the District may deem the proposal non-responsive and reject it.