

ATTACHMENT 4A

Instructions for Bidders:

The Bidder is required to submit this form in its entirety.

The cost proposal is based on two (2) predetermined deliverables and inclusive of salaries, fringe benefits, administrative costs, overhead, indirect, travel, parking, presentation costs and any subcontractors. The two (2) yearly deliverables are the Audit Work Plan and the Final Audit Report.

Contract Year one (1) Cost:

Offerors will supply a year one (1) cost that shall take into consideration the following factors:

- (i). Year one (1) will encompass a 15 month audit period
- (ii). Year one (1) is a start-up period for the Exchange

Due to these factors, a maximum of 33% of the total five (5) year contract cost can be allocated to year one (1). Those proposals whose year one (1) cost contains a price in excess of 33% of their total contract cost (not including ad-hoc rates in this calculation), **will be disqualified.**

Contract Years Two through Five (2-5):

Offerors must submit one annual total cost for year two (2) comprised of two (2) yearly deliverables; Audit Work Plan and Final Audit Report. The offeror shall multiply this year two (2) total by four (4) to determine Year 2-5 Total Cost.

Ad-Hoc Blended Hourly Rate:

A flat hourly rate is to be provided on Attachment 4, Cost Proposal, and take into consideration each of the four titles listed below and described in Section 4.2.1. This rate will remain constant over the contract term. In the event that any ad hoc projects occur during the term of the contract, this rate shall apply.

- (i) Engagement Partner
- (ii) Audit Manager
- (iii) Senior Auditor/Accountant
- (iv) Staff Auditor/Accountant

Offeror Printed Name: _____

Offeror Signature: _____

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YEAR 1

Deliverable	Year 1 Cost	
Audit Work Plan	\$ _____ Not-To-Exceed 25% of Year 1 Total Cost	
Final Audit Report (15 Month Audit Period)	\$ _____	
	YEAR 1 TOTAL COST (A) cannot exceed 33% of Contract Total Cost (C).	YEAR 1 TOTAL COST \$ _____ (A)

YEAR 2

Deliverable	Year 2 Cost	
Audit Work Plan	\$ _____ Not-To-Exceed 25% of Year 2 Total Cost	
Final Audit Report	\$ _____	
	\$ _____ YEAR 2 TOTAL COST	YEAR 2-5 TOTAL COST [B is calculated by multiplying YEAR 2 TOTAL COST by four (4)] \$ _____ (B)

TOTAL COST

CONTRACT TOTAL Cost (C)	YEAR 1 TOTAL Cost (A) Cannot Exceed 33% of this Contract Total Cost (C).	\$ _____ (C) = A + B
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Notice: The YEAR 1 TOTAL COST (A) must not exceed 33% of the CONTRACT TOTAL COST (C). Cost proposals submitted with prices that exceed 33% of TOTAL COST (C) will be disqualified. Cost proposals that do not fully complete Yearly Contract Costs above (A, B, and C), and the Ad-Hoc Blended Hourly Rate below, will be disqualified.

AD-HOC COST

Blended hourly rate must be proposed that is inclusive of the staff described in section 4.2.1.

Ad-Hoc Blended Hourly Rate	\$ _____
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