

ATTACHMENT F - FORM FOR PRICE PROPOSAL AND INSTRUCTIONS

If invited to submit a price proposal, it is essential that price proposals be **separately sealed/provided** from technical proposal and submitted by the designated due date. The Financial proposal shall cover all proposed items, services and fees for all of the services required in the RFP. This form is to be completed in full and signed. Price evaluation will be based on prices entered on this form. This form must be signed by an individual authorized to bind the contractor and must include the contractor's name, typed or written legibly.

Offerors must complete this form by providing a yearly subscription/license fee for all services and features as required under the RFP. Any features/functionality or services submitted within the Offeror's proposal that are not included in the yearly fee, the Contractor shall clearly identify/list the feature and provide the fee as an "Additional Services/ Optional Features". Contractor shall include in your submission the percentage increase should the University renew the contract for additional years after year 5.

➤ **Yearly Subscription and Support/Maintenance Fee:**

- **Year 1**
- **Year 2**
- **Year 3**
- **Year 4**
- **Year 5**

Include in your Price Proposal, how the annual fee is calculated/determined. Is your firm's fee determined by the number of users or number of organizations? Explain if there are any determining factors that may impact (increase/decrease) the annual fee.

➤ **Provide % increase after Year 5, if the contract is extended: _**

➤ **Additional Services/Optional Features and Fees:**

For example: Training, Reports, and Payment Gateway is not included in the annual fee.

Offeror Name: _____

Name of Individual Authorized to Bind Offeror _____

Signature of Authorized Individual: _____

Address: _____

FEIN #: _____

Phone: _____

Fax: _____

Email Address _____