

AMENDMENT #1

AGING AND LONG-TERM SERVICES DEPARTMENT

REQUEST FOR PROPOSALS (RFP)

Financial Audit Services



RFP#

26-624-01931

Section IV. B. 11. Cost Proposal

From:

1. **Cost Proposal (Up to 200 points may be awarded)**

Responding to cost proposal is mandatory. Failure to respond will result in disqualification. Points will be awarded based on response. The total proposed cost for performing the audit must be itemized for each of the four (4) contract years, using the criteria below.

The offeror shall propose, by designated category, an hourly composite rate and estimate of hours to complete each category, including all out-of-pocket, audit-related expenses, such as travel, per diem and applicable overhead.

The Offeror shall also provide a separate breakout of the following:

1. Hourly rates to be charged by type of personnel, if applicable;
2. Monthly rate and number of hours estimated to complete the scope of services. (This may be presented in phases of the work).
3. Additional items to be included in cost such as travel, per diem, applicable overhead, etc

The formula that will be utilized for the calculation of points for this item will be:

The lowest cost proposal (Appendix D, Cost Response Form) (from all the proposals received) divided by the cost of the current proposal evaluated; the quotient derived from this calculation is then multiplied by 300 and produces the final point total.

Lowest Responsive Offer Bid

----- X 200 = Available Award Points

This Offeror's Bid

To obtain maximum number of points, offerors should respond to each specification thoroughly.

To:

Responding to cost proposal is mandatory. Failure to respond will result in disqualification. Points will be awarded based on Cost Response Form.

The formula that will be utilized for the calculation of points for this item will be:

The lowest cost proposal **average** will be used to calculate Cost. (FY 26 Total Cost + FY 27 Total Cost + FY28 Total Cost + FY29 Total Cost / 4)

For example:

FY26 Total Cost: \$60,000.00

FY27 Total Cost: \$65,000.00

FY28 Total Cost: \$70,000.00

FY29 Total Cost: \$75,000.00

Total: \$270,000.00 / 4 = \$67,500.00 (Average used to evaluate Cost with formula)

(Appendix D, Cost Response Form) (from all the proposals received) is divided by the cost of the current proposal evaluated; the quotient derived from this calculation is then multiplied by **200** and produces the final point total.

Lowest Responsive Offer Bid Average

----- X 200 = Available Award Points

This Offeror's Bid Average

Section V. Evaluation B. Evaluation Factors

From:

11. Cost Proposal - Evaluation of Audit Fees. **-Up to 200 points may be awarded.**

To:

11. Cost Proposal - Evaluation of Cost Response Form (Average, Per Cost Response Form Instructions for Section IV. B. 11) . **-Up to 200 points may be awarded.**