

**Economic Empowerment Trust Fund
Form 990 and Form PC Tax Preparation Services RFQ 2016**

ATTACHMENT B. COST RESPONSE

The responses to Attachment B must be submitted to Jameel Moore, Esq. via mail at Office of the Treasurer and General, One Ashburton Place, 12th Floor, Boston, MA 02108-1608. Cost information must be submitted separately from the rest of the Bidder’s response to the RFQ. Please see the Submission Instructions found in Section IV of the RFQ.

ANY COST INFORMATION FOUND IN THE BUSINESS AND TECHNICAL RESPONSE MAY CAUSE THE ENTIRE PROPOSAL TO BE DISQUALIFIED.

Indicate an Hourly Rate for each proposed staff member. These rates (as negotiated and agreed upon by the EETF and the Bidder) will determine the cost of services to be performed for the EETF that are within the scope of the RFQ as well as the hourly cost of any services that are not specifically called for in the RFQ, but that are related to such services.

Indicate the number of hours needed to deliver the services outlined in Section III of the RFQ, entitled *Description of Requested Services*. The total number of hours times the corresponding hourly rate will be used to determine a “Not to Exceed” value for purposes of any contract that is entered into because of this RFQ.

I. Hourly Rate

Name of Proposed Staff	Functional Title/Role	Hourly Rate*	Number of Hours
		\$	
		\$	
		\$	

Using the data from the Hourly Rate chart above, enter the description of tasks, projected due dates, the total number of billable hours, and the cost. List the costs for the tax filings separately.

Item	Description	Deliverable Due Date / Completion Date	Total Hours	Cost
1.				\$
2.				\$
Total Cost				\$

Insert additional rows if necessary.

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II. Deliverable Cost

In lieu of submitting an hourly rate and number of hours for each proposed staff member, Bidders may submit a total deliverable cost for delivery of the services outlined in Section III of the RFQ, entitled *Description of Requested Services*. This deliverable cost will be used to determine a “Not to Exceed” value for purposes of any contract that is entered into because of this RFQ.

Name of Proposed Staff	Functional Title/Role	Total Deliverable Cost
		\$

Using the data from the Hourly Rate chart above, enter the description of tasks, projected due dates, the total number of billable hours, and the cost. List the costs for the tax filings separately.

Item	Description	Deliverable Due Date / Completion Date	Total Hours	Cost
1.				\$
2.				\$
Total Cost				\$

Insert additional rows if necessary.

* Each hourly rate and deliverable cost identified by the Bidder must be “fully loaded.” The EETF will not pay for travel, lodging, meals, or similar costs.