

# ATTACHMENT A Cost Sheet

Request for Proposal Number 5000 Z1

Please indicate total fixed price for each deliverable. The deliverables will be paid as fixed payments upon completion and acceptance of tasks contained in the deliverable. All project deliverables must meet content requirements as specified in Section IV, C. Project Planning and Management. All costs necessary to satisfy the requirements of this RFP, including labor as well as non-labor associated costs, must be included in the pricing listed on this form.

The payment schedule for the project is tied to fixed lump sum payments for the completion and acceptance of related deliverables for each phase of the project. No invoice will be approved unless the associated deliverables have been approved.

Prices quoted shall not be subject to increase throughout the initial contract period. Renewal cost shall not exceed a 2.25% increase per renewal period.

	Contract Term				
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	1 <sup>st</sup> Renewal	2 <sup>nd</sup> Renewal	3 <sup>rd</sup> Renewal
1. Phase 1 - Pre-Conference Planning					
2. Phase 2 – Conference Planning					
3. Phase 3 – Conference Management					
4. Phase 4 – Post-Conference					