***Hawaii Employer-Union Health Benefits Trust Fund***

 **SECTION VII**

**FEE PROPOSAL**

The EUTF reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposals received, and to award by item or total or any combination of proposals deemed most favorable to the EUTF.

Proposals are requested on an all-inclusive rate, which shall remain fixed for the period of the contract.

All costs must be included on these sheets in order to be reimbursed. For proposals that include the use of subcontractors, subcontractor personnel and costs shall also be calculated as part of the OFFEROR’s total cost.

I. Fee Proposal

| **I. FEE PROPOSAL**  | **VENDOR RESPONSE** |
| --- | --- |
| 1. Confirm your fees are presented on an “all inclusive” basis, including travel expenses and an in-person report presentation.
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| I-2. Confirm your understanding that the EUTF may alter the audit schedule (i.e., skip or combine years); therefore, the auditor must prepare an audit schedule for each year and submit for EUTF’s approval before work commences. |  |
| I-3. Confirm your fee will remain valid 90 days from the proposal due date. |  |
| I-4. 12% of your fees will be subject to Performance Guarantees that will be negotiated and agreed upon prior to contract award. Indicate the percent you are willing to put at risk for the following categories: |  |
| * + 1. Continuity in project manager and lead technical personnel. (3%)
 |  |
| * + 1. Updates to the EUTF at least every two (2) weeks. (3%)
 |  |
| * + 1. EUTF satisfaction rating to encompass ease in contract execution, implementation, accuracy, ability to maintain the project timeline, and content of the written report (e.g., clarity, non-technical explanation of findings, appropriate recommendations). (6%)
 |  |
| I-5. Confirm your understanding that if the EUTF does not respond to your Performance Guarantees before the award of the contract, the EUTF does not infer or imply acceptance by the EUTF. The EUTF reserves the right to negotiate both financial and non-financial performance guarantees with the successful OFFEROR. |  |