Financial Requirements for Non-Prequalified Consultants/Vendors

For non-prequalified consultants invoicing on an Actual Cost + Fixed Fee basis, the following items must be provided at time of priced proposal submittal:

- Indirect Cost Rate(s)
- Financial Statements
  - Balance Sheet
  - Income Statement
  - Statement of Cash Flows
- Certified Labor Rates

_All supplied financials must reflect the consultant/vendor’s most recent fiscal year end._

For non-prequalified consultants invoicing on a Unit Price Basis, the following items must be provided at time of priced proposal submittal:

- Three Low Bids – Unless the consultant/vendor is disclosed in the technical proposal as a member of the selected team at time of selection. If so, only the named consultant/vendor’s bid is needed.

_All supplied bids must reflect matching pay items and units proposed._

For non-prequalified consultants invoicing Loaded Hourly rates, the following items must be provided at time of priced proposal submittal:

- Three Invoices previously supplied to non-governmental entities supporting the reasonableness of billable rates.

_All supplied loaded hourly rates should be equal to or less than the three invoices provided._

For non-prequalified consultants invoicing on a Lump Sum / Milestone basis, the following items must be provided at time of priced proposal submittal:

- If the lump sum is based on unit costs:
  - Three Low Bids – Unless the consultant/vendor is disclosed in the technical proposal as a member of the selected team at time of selection. If so, only the named consultant/vendor’s bid is needed.

_All supplied bids must reflect matching pay items and units proposed._

- If the lump sum is based on Actual Cost + Fixed Fee:
  - Indirect Cost Rate(s)
  - Require Financial Statements
    - Balance Sheet
    - Income Statement
    - Statement of Cash Flows
  - Certified Labor Rates

_All supplied financials must reflect the consultant/vendor’s most recent fiscal year end._

*Updated - 11/09/17*