

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.