

SUBMITTAL FORM G – Cost Proposal

Offerors must complete and submit this Submittal Form as a separate attachment in their proposal submission. Proposed costs must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, total hourly rate for all members assigned to the project, all travel related expenses (candidate travel will be coordinated and expensed to APFC), advertising, research, other reimbursable expenses, and fees associated with a successful placement. The costs identified on the cost proposal are the total amount of costs to be paid by APFC. No additional charges shall be allowed.

The term of the contract will be from date of award for one (1) year, or until placement of Executive Director (ED) / Chief Executive Officer (CEO).

The executive search from services detailed under “Scope of Work” in Section 3.01, items #1 through #13, of this RFP should form the basis for the proposed fee.

Proposals may include a flat rate or a fixed retainer plus an amount to be paid upon successful placement. **Either method will be evaluated based on the all-inclusive total cost.** Please assume a starting salary of \$395,000 for any cost calculations dependent on the incoming ED's salary. Actual compensation will be negotiated upon a successful hire.

Only one method should be provided for evaluation.

All-Inclusive flat rate - Scope of Work items: \$ _____

OR

Fixed retainer - Scope of Work items: \$ _____

Placement Fee (Based off \$395,000 annual salary): \$ _____

Total: \$ _____