



Attachment I COST PROPOSAL INSTRUCTIONS

Offeror must complete all required elements of this Cost Proposal. The format and structure of the Cost Proposal is intended to allow for a fair evaluation of like costs among Offerors. Deviation from the format or structure of this Cost Proposal may result in Offeror's proposal being deemed non-responsive.

Offeror is wholly responsible for ensuring figures and calculations submitted in Offeror's completed Cost Proposal are accurate, even if formulas have been provided by the Lead State as a courtesy.

Inclusion of cost or pricing information in any document other than this Cost Proposal may result in Offeror's proposal being deemed non-responsive.

Proposed Costs

Offeror's Cost must be inclusive of all fees and charges, including but not limited to fees or charges for shipping, delivery, credit card payments, and personnel. **All costs proposed by Offeror must also be inclusive of the NASPO ValuePoint administrative fee.** Proposed costs incorporated into a Master Agreement resulting from this RFP represent not-to-exceed pricing and minimum discounts, where applicable. Except as permitted below, pricing offered to Participating Entities and Purchasing Entities must be no higher than pricing set forth in the Master Agreement.

A Participating Addendum may also require payment of an additional administrative fee by Contractors to a Participating Entity based on sales to Purchasing Entities within the jurisdiction of the Participating Entity. **Unless otherwise negotiated by the Participating Entity**, Contractor may adjust the Master Agreement pricing incorporated into the Participating Entity's Participating Addendum by an amount not to exceed the Participating Entity's fee. Such adjustments will have no effect on the NASPO ValuePoint administrative fee, pricing in the Master Agreement, or pricing offered to Purchasing Entities outside the jurisdiction of the Participating Entity.

In addition to the Cost Proposal evaluation described in this RFP, Cost Proposals may also be subject to an independent review for reasonableness and best value by the Lead State. Costs determined not to be reasonable or best-value by the Lead State, including any cost to which Offeror's proposed markup or discount is to be applied, may result in all or part of Offeror's proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.

Required Submissions:

Offerors shall complete each spreadsheet according to what Award Category they are going to be proposing:

Award Category 1: Full Line Catalog

Award Category 2: Commercial AV Services

Please read additional instructions on each spreadsheet.

In addition to the spreadsheet, if proposing Award Category 1, the Offeror shall provide a comprehensive discount schedule. The schedule must include the Offeror's catalog categories with minimum category discounts. The schedule must include products from all 5 categories found in Attachment B, Scope of Work. Please note that the product categories 1-5 disclosed in this RFP are for evaluation purposes only to ensure that there is a minimum expectation of providing a full line catalog of enough items to full fill the need for Award Category 1. The Minimum Discount Schedule will serve as the main discount pricing schedule for the contract. All discounts shall be transferred over into the on-line ordering system and reflected for each of the items listed. There is no set template to submit, but please make sure that each category is clear and concise. The discounts shall be for each product within the Offerors established catalog category.