



**PCHA RFP 2024-01**  
**Fee Accountant Services**  
**Attachment B – Fee Submission Form**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If the proposer is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

**Annual Services**

Proposed Fees: Offeror shall provide firm fixed costs to provide the services described in the RFP

Description	Firm Fixed Fee For the Year
Annual Fee (to be paid monthly in equal installments)	\$ _____

**Additional Services**

Provide a firm fixed hourly rate for related services.

Name/Position	Firm Fixed Hourly Rate
	\$ _____
	\$ _____
	\$ _____
	\$ _____

The Agency anticipates that the successful proposer may need to travel to work on site (Panama City Housing Authority). If so, the proposer may seek approval for such arrangements and if approved, may charge the Agency for reimbursement of certain travel expenses. Those expenses include: travel to and from Panama City, Florida, and lodging expenses. Out-of-pocket travel costs will be reimbursed with pre-approval from PCHA. Reimbursement is limited to General Services Administration per diem rates. If the proposer expects to charge for travel, that must be indicated on this Fee Submission Form. Expected travel costs must be provided as an attachment to the Fee Submission Form.

Notes and Exclusions:

**DISCOUNT OFFERED FOR EARLY PAYMENT:** \_\_\_\_\_% of invoice paid within \_\_\_\_\_ days of properly submitted invoice as stated in the RFP.

**PROPOSERS STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he or she is verifying that all information provided herein is, to the best of his or her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle that Authority to not consider or make award or to cancel any award with undersigned party. Pursuant to all RFP Documents including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the Fee(s) submitted pertaining to this RFP.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offeror)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Fed Tax ID: \_\_\_\_\_