

Village Communities of Texarkana, Texas
Request for Proposals # 26-1 – Strategic Planning & Advisory Services

Proposal Form

Hourly rates shall include all labor, equipment, materials, general administration, and printing necessary to perform work under the terms and conditions of this RFP. VCTT is exempt from sales tax. **Do Not Include Sales Tax In Your Response.** The Offeror agrees to pay all taxes incurred in performance of an awarded contract. Unless otherwise specified herein, all prices shall be on a firm, fixed price basis and are not subject to adjustment based on cost incurred.

The following statements provide Respondents with additional, useful information that should be considered when proposing its fees:

1. Respondent will provide the hourly billing rates for each position and staff expected to provide services under this RFP. Respondent will explain how VCTT will be billed for consultations between two or more consultants who are both members of Respondent's firm. All fees will include all professional services and all administrative costs (e.g., administrative staff services, fax charges, electronic legal researches, etc.). VCTT will not be billed for general overhead or internal printing, copying or similar charges. Actual out-of-pocket costs such as commercial delivery service fees, outside printing expenses, and similar costs will be reimbursed providing that previous VCTT approval was received prior to incurred expenditure.
2. If Respondent will utilize subcontractors to provide the services, each subcontractor must complete the portion of the fee proposal for the services they will deliver.
3. **Please Note:** Any costs and expenses not clearly identified as part of the Respondent's submission will not be considered at a later date.

Travel. Though VCTT anticipates that much of the required work will be performed remotely, it is possible that VCTT may require the successful proposer to travel to VCTT to perform services. In such case, VCTT will reimburse the successful proposer for reasonable pre-approved travel costs (e.g., airfare, local travel, lodging, meals).

If necessary, additional clarifying information consistent with that provided on VCTT's Proposal Form may be attached.

The person signing the Proposal Form must be a person authorized to bind the Respondent contractually. **An original signature must be signed in ink, preferably in a color other than black or an authentic digital signature may be used. Signature stamps are not acceptable.**

[REST OF PAGE INTENTIONALLY LEFT BLANK]

_____ Contractor's Initials

