

COST PROPOSAL WORKSHEET



Incorporated County of Los Alamos
Procurement Division
101 Camino Entrada, Building 3
Los Alamos, NM 87544

Offeror Company Name:	
Solicitation No.:	
Solicitation Title:	
Name and Title of the Person Completing this Form	

INSTRUCTIONS:

1. Using this form, or Offeror's own similarly formatted document, propose costs for all services, defined clearly in individual line items. If more space is needed, Offerors may add rows to clearly describe all costs or may provide more information separately.
2. All costs proposed must be in the currency of the United States of America.
3. Describe costs for reimbursable expenses, if any.
4. Describe costs for any additional and optional services Offeror may propose that are not already clearly described.
5. In accordance with County Code, the use of a cost-plus-a-percentage-of-cost contract is prohibited.
6. Provide costs for all services (including additional, optional, and future services) for all years of an agreement. County will consider, but is under no obligation to accept proposed future year unit prices or price escalations, which may include but are not limited to price escalations based on:
 - a. a specified dollar amount;
 - b. a specified percentage;
 - c. a capped not-to-exceed dollar amount or percentage (e.g., annual increases will never exceed the lesser of \$1,000.00 or 3%, per year over the prior year's fee amounts);
 - d. or some other formula (e.g., a specific Producer Price Index or Consumer Price Index).

7. If proposing a price escalation mechanism for future years of an agreement where a specified dollar amount or specified percentage has not been proposed (e.g., if using a CPI), Offerors should also clearly describe the process and timing for Offeror to notify County of any such increase and the process by which County would approve such an increase in future years. County, at its sole discretion, reserves the right to accept any given proposed fees and price escalation mechanism and process for any agreement term length.
8. It is expected that the majority of audit services will be performed remotely while all AUP services will be performed remotely. It is expected that Offerors proposed pricing includes any and all travel fees and that travel fees are not proposed as direct reimbursable costs.

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COST PROPOSAL WORKSHEET:

Table 1. Fiscal Year End 2026 Through 2031

	FYE 6/30/26		FYE 6/30/27		FYE 6/30/28		FYE 6/30/29		FYE 6/30/30		FYE 6/30/31		TOTAL COSTS
	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	HOURS	COSTS	
AGENCY CONTRACTS													
Financial Statement Audit													
Federal Single Audit													
Preparation and Compilation of ACFR													
Subtotal													
OTHER ALLOWED NON-AUDIT SERVICES													
Resource Pool AUPs													
Cost Allocation Plan AUPs													
Lodger's Tax AUPs													
Financial Assurance AUPs													
Subtotal													
OTHER													
Additional Software-Related Fees (If applicable and not already included in fees above)													
Other													
Subtotal													
GROSS RECEIPTS TAX AND RATE													
GRT and Rate	N/A		N/A		N/A		N/A		N/A		N/A		
TOTAL COMPENSATION													

Table 2. Fiscal Year End 2032 Through 2033

If additional one-year terms are allowable and extended as described in Section 17.1.2 of the RFP.

	FYE 6/30/32		FYE 6/30/33		TOTAL COSTS
	HOURS	COSTS	HOURS	COSTS	
AGENCY CONTRACTS					
Financial Statement Audit					
Federal Single Audit					
Preparation and Compilation of ACFR					
Subtotal					
OTHER ALLOWED NON-AUDIT SERVICES					
Resource Pool AUPs					
Cost Allocation Plan AUPs					
Lodger's Tax AUPs					
Financial Assurance AUPs					
Subtotal					
OTHER					
Additional Software-Related Fees (If applicable and not already included in fees above)					
Other					
Subtotal					
GROSS RECEIPTS TAX AND RATE					
GRT and Rate	N/A		N/A		
TOTAL COMPENSATION					

Table 3. Additional and Optional Products and Services

County may request, at County's sole option, additional and optional products and services related to the Scope of Services stated herein or in the final Agreement between the selected Offeror and County, as further described in the RFP Scope of Services. Offerors are asked to include in their Proposals all such related costs, including but not limited to hourly rates for additional professional time including travel costs, etc.

Fee Description	Fee or Hourly Rate