

**SOLICITATION TP23-1008**  
**Compliance and Technical Assistance**  
**ATTACHMENT B FEE SUBMISSION FORM**

The fees shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs. **Firm fixed fee per certification shall not exceed \$100 (with taxes, if applicable)**

Description	Firm Fixed Fee per Certification
Completed Initial Household Eligibility Determination for Existing Tenants related to LIHTC Program to ensure Compliance	\$
Complete New move-in file review and on-going monitoring of existing tenant compliance. Fee should represent a complete file regardless of program(s).	\$
Re-certification, interim file review and on-going monitoring of existing tenant compliance (timely and accurately). Fee should represent a complete file regardless of program(s).	\$
Complete monthly vouchering for each RAD property by 10 <sup>th</sup> of each month	\$
Complete file audit preparation and response.	\$
Conduct end of lease-up check to ensure that permanent first year files contain all approved paperwork for all RAD properties.	\$
Complete physical inspection preparation and prepare response to LIHTC program required inspections	\$
Be available to conduct onsite internal audits and ongoing remote consulting/compliance review.	\$
Prepare all OHFA/OCCH audit findings, make needed corrections and submits to third party agency	\$
Updates all program income limits, completes annual owners certifications reporting yearly; updates DevCo monthly and annually; OCAF yearly update based on placed in service date(s) and set up all local program(s) in Yardi	\$
Responsible to submit RAD first year files to OCCH for audit review and completes necessary corrections.	\$
Ensures that leases are not transit or less than six months.	\$



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Review all leases, TICs and addendums if applicable including HUD model leases, etc. to ensure compliance	\$
Ensures all signed leases and signed TICs are sent to OCCH after they have been pre-approved.	\$

**Additional Services**

Provide a firm fixed hourly rate for related services

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

Notes and Exclusions:

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



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**PROPOSER’S STATEMENT**

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

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

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