

April 4, 2023

To: All Potential Respondents
From: Terri Rosonke, IFA Issuing Officer

Subject: RFP IFA 23-05 Iowa Homeowner Assistance Fund (HAF) Home Repair
Administrative Partner

Addendum 2
Attachment #3 Cost Proposal

Please amend the subject RFP to include the updated Attachment #3 Cost Proposal template on the following page.

**ATTACHMENT # 3
Cost Proposal
AS AMENDED**

The costs shall be provided to reflect the sum total of all tasks or deliverables as described in section 2.2 of this RFP. Contractor’s Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices). Pricing to be inclusive of all costs of travel, photography, printing, data, supplies and other expenses necessary to carry out all tasks. Net 60 Days Payment Terms. Per Iowa Code 8A.514, the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

Use of the following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Cost Proposal Template

The cost proposal shall be broken into the following components: Please note that the administrative fee paid to administering agencies shall not exceed 10% of the amount awarded.

Task or Deliverable	Professional fees / costs in US Dollars
Eligible home repair expenses Maximum number of home repair projects the Contractor anticipates it has the reasonable capacity to administer through project completion during the Contract term: _____	
Administrative fees Maximum “not to exceed” percentage to be charged for Administration by the Contractor: _____% Flat “not to exceed” administrative fee to be charged for denied applications, including projects determined infeasible for repairs or unable to be completed for unforeseen reasons: \$_____	
[Add or modify as appropriate]	
TOTAL COST:	

To help IFA in comparing cost proposals, the cost proposal shall also identify an hourly rate for each of the specific service providers identified in the respondent’s proposal.

Service Provider	Hourly Rate
- Name, service to be provided	
- Name, service to be provided	
- Name, service to be provided	
- Name, service to be provided	
- Name, service to be provided	