

Attachment B: Cost Proposal Form

The Cost Proposal Form must be completed in its entirety. Do not leave blanks or enter a zero-dollar amount for any hourly rate. The form should be signed by the individual who signs Attachment A-1 (an individual authorized to bind the bidding Firm contractually).

Firms must provide a not-to-exceed hourly billing rate for the following staff titles: 1) partners, 2) senior associates, 3) associates, and 4) classes of non-attorney employees (e.g., paralegals, etc.) to be assigned to EFC matters. Include rates for each of these titles for each contract year. Please specify everyone by name next to the corresponding title provided on Attachment B. Hourly billing rates shall not include expenses for telephone charges, postage, express package deliveries, couriers, travel, lodging, printing, duplicating, overtime services and similar expenses incurred by the Firm.

If a Firm is applying to perform Services for both EFC’s financing programs and general corporate matters, the Firm may provide a single set of rates indicating that the rates apply to both Services.

Staff Not-to-Exceed Hourly Rates for EFC’s Financing Programs

Name(s)	Staff Title	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4 (if extended)	Contract Year 5 (if extended)
	Partners					
	Senior Associates					
	Associates					
	Non-Attorneys					

Staff Not-to-Exceed Hourly Rates for EFC’s General Corporate Matters

Name(s)	Staff Title	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4 (if extended)	Contract Year 5 (if extended)
	Partners					
	Senior Associates					
	Associates					
	Non-Attorneys					

Authorized Signatory for the Firm

Name (print or type)

Title

Date