# Request for proposals for portfolio verification services

# RFP #25-05

## Exhibit F – fee schedule

Please set forth the fee schedule for the services described in Section 2, *Statement of Work*, of the RFP and included in the scope of the option(s) (see, Section 2.1 of the RFP) selected by Offeror and described in its Proposal. In no event shall the fees or rates actually paid exceed those set forth in this Exhibit F. The Offeror’s rates must be guaranteed for the entire possible duration of the initial period of the resulting contract.

The fee should be an all-inclusive, covering all costs associated with the provision of these services, including all travel and other service costs.

The contracts with the selected firm(s) will contain provisions for multiple Extension Terms. At the time of the first such Extension Term, the parties may choose to re-negotiate the fees listed herein.

Section 1: flat Fee Schedule:

**Total 5-year contract**

Please complete the table below listing *total* anticipated flat fees to provide the services described in the RFP *over the Initial Term of the Contract*. These fees should cover only the services relevant to either or both of Option 1 or 2 as described in Section 2.1 of the RFP, and as indicated by Offeror in completing Exhibit E, *Questionnaire*, to the RFP. Offerors may add rows as needed to ensure that all ongoing fees to be charged are listed in the table below.

In the alternative, Offerors may propose fee structures other than a flat fee for the performance of their proposed services. Offerors making such a proposal must still use the format of the table below. Under the heading “Description of Services,” please provide a brief description of such fee structure (e.g., percentage of AUM, number of accounts, number of funds, etc.) and what services are included in such fee. Offerors may include *in their Supplemental Information* (see, Section 5.6.3, *Information and Format Requirements*, of the RFP) a brief summary of why such a fee structure is preferable to flat fees.

The WSIB will evaluate these proposed fees based on both the individual elements of the total fees, and total fees to be charged over the Initial Term of 5-years.

|  |  |
| --- | --- |
| **Description of Services** | **Proposed Fee** |
| Staffing for services | $ |
|  |  |
| Offeror Platform License/Subscription Fee (if separate) | $ |
| Offeror Platform Training Fees (if separate) | $ |
|  |  |
| Third-party data access (if any) (please identify *each* third-party data provider and a brief description of the data on a separate row below) |  |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL FEES** | **$** |

Section 2: Hourly Rate for Additional Services

The staff classifications and hourly rates included in this table will be used *only if and when* the Offeror and the WSIB agree that additional services not included in the fees set forth in Sections 1 or 3 are being requested or required by the WSIB.

|  |  |
| --- | --- |
| **Staff Classification (please input classifications that apply to your firm)** | **Hourly Fee** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

Section 3: conversion fees

For Offerors other than the Incumbent that may charge separate fees for service conversion, please complete the table below. If Offeror will not charge the WSIB for the services listed, please state so in the table below (i.e., do not leave the table blank or empty). Please add rows for any other discrete service or charge not already listed in this Exhibit F for which the Offeror will request payment related to or arising out of the transfer of the Services from the Incumbent to the Offeror.

|  |  |
| --- | --- |
| **Description of Milestone/Deliverable** | **Proposed Fee** |
| Data conversion and proof of data integrity | $ |
| Parallel processing (to be completed by December 31, 2026) | $ |
| Setup of Offeror Platform | $ |
| Training WSIB staff on Offeror Platform | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |