# 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) selected by Offeror and described in its Proposal (see, Section 2.1 of the RFP). 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 initial period of the resulting contract (i.e., up to 5 years after “go-live”).

The fee should be all-inclusive, covering all costs associated with the provision of these services.

Section 1: conversion fees

**Service Period: Contract Start Date through Conversion Completion**

For Offerors other than the Incumbent that may charge separate fees for service conversion prior to go-live, 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 list all discrete services or charges 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 Conversion Milestone/Deliverable** | **Proposed Conversion Fee** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL** | **$** |

Section 2: Fee Schedule

**Service** **Period: Go-Live through Year 5**

Please complete the table below listing *total* anticipated fees to provide the services described in the RFP from go-live for a period of five years. 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.

Under the heading “Description of Services,” please provide a brief description of each fee structure component (e.g., number of accounts, number of holdings, number of funds, etc.) and what services are included in such fee. Offerors may add rows as needed to ensure that all ongoing fees to be charged are listed in the table below. The Proposed Fee should be comprehensive and calculated based on WSIB’s current state for comparability across Offerors.

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 first five years.

|  |  |
| --- | --- |
| **Description of Services** | **Proposed Fee**  *Go-Live through Year 5* |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL** | **$** |

Offerors should include *in their Supplemental Information* (see, Section 5.6.3, *Information and Format Requirements*, of the RFP) a summary providing additional details of their fee structure. Please also provide an explanation of any fee increases beyond Service Year 5. Incorporate in such description assumptions about anticipated cost growth over time, including details about relevant cost drivers (e.g., significant changes in AUM or transaction volume, additional accounts or funds within the WSIB's portfolio/responsibility, change in the Custodian, changes in technology, etc.).