

Appendix I Addendum: Financial Services USETPA Fees

USETPA FEES: In order to maintain and enhance the quality and quantity of USETPA contracts, all vendors agree to pay a 1.0-1.75% fee of all purchases made by the Clients/Subscribers to the Consortia Purchasing Advisors, LLC (CPA) for expenses related to the maintenance and management of the USETPA. This 1.0-1.75% fee is not to be included in the pricing structure submitted for the bid. USETPA Subscribers may not be charged this fee in any manner.

- Vendor shall pay the USETPA Administrative Fee in the amount of one to one and three fourths percent (1.0-1.75%) in accordance with the conditions of the Agreement. The USETPA Administration Fee is calculated by multiplying the one to one and three fourths percent (1.0-1.75%) times the financial Vendor's total interest and/or implied interest (total interest shall be calculated as the sum of all lease payments, less the total amount of equipment financed) and any/all fees charged, (the 1.0- 1.75% Administrative Fee may not be included), but the total shall never be less than zero (0) for the USETPA reporting/admin fees requirements.
- Manufacturers responding to the RFP may elect to pay the fee on behalf of Channel Partners or make approved Channel Partners responsible for the fee.
- The Administrative Fee percentage shall be calculated as 1.75% for the first \$10,000,000 per calendar year for all categories of services and equipment procured through a USETPA Master Contract. For every \$10,000,000 in additional sales a Vendor sells in a single calendar year, the fee shall be reduced by .25% on those sales until the lowest rate of 1% is achieved. The fee structure shall be as follows:

Sales	Fee
\$0-\$10,000,000	1.75%
\$10,000,001-\$20,000,000	1.50%
\$20,000,001-\$30,000,000	1.25%
\$30,000,001 and above	1.00%

- The USETPA Administration Fee, along with a corresponding sales report, will be remitted quarterly in the form of a check or electronic payment to:
- Consortia Purchasing Advisors
Attn: Reports Manager
5 Revere Drive, Suite 200
Northbrook, Illinois 60062

Each remittance will include the time period covered and a copy of the USEPTA Subscriber's correct invoice(s). The quarterly (calendar based) administrative fee shall be submitted by the last business day of the month for the previous quarter's actual sales (see table below). For example, the administrative fee for sales made in January-March is due by the end of April. A

1.5 percent (1.5%) per month charge will be added after the account is more than 30 days in arrears.

Sales Quarter Report	Admin Report /Fee Due Date
January-March	April 30
April-June	July 31
July-September	October 31
October-December	January 31

CONTRACT REPORTING REQUIREMENTS: The Vendor/Dealer will be required to process quarterly usage reports via email to the CPA Reports Manager for all contracts. Report must be completed by the end of the month following the "sales" quarter. All "sales" must be reported. If "No Sales" are achieved for a specific quarter, then "Zero" (0) must be reported for that specific quarter. Failure to report your monthly activity by the 30th of the following month is grounds for cancellation of your contract. If personal assistance is required, please contact the USETPA.

Some contracts may require more stringent and timely reporting requirements, which must be met as specified separately.

Submission of Monthly Reports Email Address: **reports@cpadv.info**