

ATTACHMENT C: COST DETAIL

Responders must submit Attachment C “Cost Detail” form as their Cost Proposal. Cost proposals should be submitted as Microsoft Word or PDF files. Cost proposals should be written in size 12-point font. Tables may be 10-point font. It is acceptable for tables to be in landscape orientation if this assists with the readability of the content.

The rate(s) identified in the Cost Proposal must include all costs, including but not limited to: travel expenses, mass mailings, fees, commissions, compensation, indirect costs, equipment, supplies, and other charges.

Identify the level of the State’s participation in the contract and details of cost allowances for this participation. The State does not make regular payments based solely upon the passage of time; it only pays for services performed or work delivered after it is accomplished.

Submit the Attachment C: Cost Detail as a separate document(s) from your technical response for all copies of the Proposal. Do not include any cost information in the Technical Proposal part of the response. The Proposal must be open for acceptance until a contract is executed, the Solicitation is cancelled, or 180 days after the due date and time of the Solicitation, whichever comes first.

Responder must complete Table 1 for each identified deliverable. The table must provide a total cost for each deliverable, the total number of hours, the anticipated date of completion. Responders must include the sum total for the proposed total cost of all deliverables. Failure to provide the required information may result in non-responsive cost proposals.

The anticipated term of this contract is expected to be September 2026 to September 2027.

Total cost of deliverables:

Table 1. Deliverables Based Cost

Name	Deliverables	Description of Deliverables	Total number of hours to complete	Total times deliverable completed	Total Cost for Completion of Deliverable	Anticipated date of completion
Workplan and project management approach	Deliverables: Kick-off meeting held; monthly planning meetings held; meeting agendas received; final work plan received; quarterly				\$	

	written progress updates received.					
Data plan	Deliverables: Initial data plan shared with MDH and revised based on feedback; final data plan reviewed and approved by MDH.				\$	
Engagement process	Deliverables: Criteria and rationale for partner participants; project meetings held; meeting materials shared; a codesigned project and summary of engagement process.				\$	
Recommendations	Deliverables: Draft pilot models and financial scenarios; draft pilot selection criteria; draft recommendations report; initial evaluation framework; final report and presentation.				\$	
Pilot sites	Deliverables: TA provided through selection and contracting; meeting schedule with pilot sites established.				\$	
Totals					\$	

The cost proposal must also itemize all job titles that are anticipated to participate in the services resulting from this solicitation. The hourly rate(s) identified in the Cost Proposal must include all costs that are needed to carry out the deliverables.

For each job title (column A), include a description of what work falls under the parameters of the job title (column B).

In Column C, provide the corresponding maximum hourly rate for that job title for the individuals total wages and fringe cost.

In Column D, provide the fully burdened rate, if applicable. If not applicable, leave this column blank.

In Column E, note the estimated number of hours anticipated to be carried out by each listed Job Title to be assigned to this project.

Below the table, the cost proposal should include a detailed description and breakdown of what is included in the hourly rates (fringe, indirect, salary, equipment and supplies). This portion of the cost proposal will not be used as part of the scoring, but will be considered as part of the contracting process.

Table 2. Hourly Rates

A) Job Title	B) Description of this position's role in this work	C) Hourly Rate	D) Fully Burdened Rate	E) Estimated Number of Hours
		\$		
Total				

Responder with additional projects, tasks or deliverables should separate additional tasks from the required items on the Cost Proposal. This must be clearly labeled as: Table 3. Additional tasks or services. The State reserves the right to negotiate additional tasks within the scope of this solicitation with the highest scoring responder.

Hourly Rate Breakdown:

Salary:

Fringe:

Equipment:

Supplies:

Indirect: