

ATTACHMENT C: COST DETAIL

Responders must submit Attachment C “Cost Detail” form as their Cost Proposal. Cost proposals must 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 project. Failure to provide the required information may result in ineligible cost proposals.

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.

Total Cost: _____

Table 1. Deliverables Based Cost

Number	Deliverable	Deliverable Description	Total number of hours to complete	Total Cost for Completion of Deliverable	Anticipated date of completion
1	Deliverable 1: Work Plan.			\$	
2	Deliverable 2: Project Management.			\$	

2.1	Participate in regular, virtual meetings with MDH, including a kick-off call within 5 days of contract execution and monthly project check-ins throughout the contract period.				
2.2	Submit written progress reports that will also serve as agendas for each check-in meeting.				
3	Deliverable 3: Interim Needs Assessment.			\$	
4	Deliverable 4: Final Report.			\$	
5	Deliverable 5: Summary Presentation.			\$	
	Totals			\$	

The cost proposal must also itemize all job titles that could reasonably be anticipated to participate in the services being offered by the responder to the State for this solicitation. The hourly 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.

1. For each job title (column A), include a description of what work falls under the parameters of the job title (column B).
2. In Column C, provide the corresponding maximum hourly rate for that job title for the individuals total wages and fringe cost.
3. In Column D, provide the fully burdened rate, if applicable. If not applicable, leave this column blank.

4. 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.
5. 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 Deliverable-Based Cost				

Hourly Rate Breakdown:

Salary:

Fringe:

Equipment:

Supplies:

Indirect: