

ATTACHMENT D: Cost Proposal Form and Instructions

Part I—Deliverable Costs

Instructions:

Vendors are to complete the Cost Proposal Form, sign it, and submit as their separate, sealed Cost Proposal as instructed in the RFP. The Cost Proposal Form requires vendors to provide, based on their understanding of the services required in this RFP, the Deliverables listed in Section IV of the RFP. Vendors are to use their professional comprehension of the efforts required to perform the services and complete the specification and any associated deliverables stated within the RFP. Vendors are to use their business expertise in pricing the work described and to offer their costs accordingly. ODJFS encourages vendors to provide costs that are reasonable and necessary to complete the objectives of the contract. ODJFS will make the award from project implementation through project completion June 30, 2016, with no renewal or extension.

Deliverable & Sub-Tasks Sec. VII.	SFY 2016
A	\$
B	\$
C	\$
D, 1.	\$
D, 2.	\$
D, 3.	\$
D, 4.	\$
D, 5.	\$
D, 6.	\$
D, 7.	\$
D, 8.	\$
Other	\$
SFY 16 Grand Total: Total SFY 16 Cost	\$

Signed: _____ I affirm that the above costs as quoted are firm and all-inclusive (*to be signed by the vendor's representative authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent.*).

Name / Title

Company / Organization Name

Date

Part II—Cost Narrative

Vendors have the option of attaching a succinct cost narrative to explain and justify costs, and to submit it as part of the Cost Proposal. A Cost Narrative may be advisable to explain any costs which the vendor has chosen to combine, to explain how hourly rates were achieved, or to make the connections between costs and the technical proposal.