

# COST PROPOSAL REQUEST FOR PROPOSAL 5161Z1

Bidders Firm Name \_\_\_\_\_

	Deliverable Description	Estimated Delivery Date Per Deliverables	# of Hours per Phase	Fixed Price Cost Per Deliverable
<b>Project Requirements</b>	1. Service Delivery Strategy			\$
	2. Review of Legacy Systems			\$
	3. Assessment of Business Processes			\$
	4. Business Process Redesign Approach			\$
	5. Readiness Assessment			\$
	6. Change Management Approach			\$
	7. Phasing and Timelines			\$
	8. Staffing Strategy			\$
	9. Budget Estimates and Financing Strategy			\$
	10. Business Case Components & Materials			\$
<b>Phase 1</b>	1. Review and update all commodity and service boilerplates, standard operating procedures, procurement manuals for agencies and vendors, and create a training program to assist with training agencies on new processes			\$
	2. Final Report which includes recommendation on which solution(s) is in the best interest of the State.			\$
	3. Full evaluation of the Department of Health and Human Services procurement processes including, but not limited to, analyzing procurement methods, improvements to procurement processes, and staffing levels			\$
	4. Evaluate a shared services module relating to procurement for the Department of Health and Human Services and Department of Administrative Services and provide recommendations as to whether shared services would be beneficial. Provide the basis for recommendation(s).			\$
<b>Phase 2</b>	1. Assist with the development of Request for Proposal specifications and requirements for eProcurement System			\$
	2. Provide consultation during the evaluation of Proposal Responses and during oral presentations and assist in the selection of an eProcurement solution			\$
<b>Phase 3</b>	1. Assistance with implementation of the eProcurement solution, provide recommendations throughout implementation on system set up with best business practices and maximum efficiency use of eProcurement solution			\$
	2. Update boilerplates for goods and services			\$
	3. Update all procurement manuals, including agency manual for goods, agency manual for services, and vendor procurement manuals			\$
	4. Update all standard operating procedures			\$
	5. Create and develop a procurement training program which includes but is not limited to, processing requirements in the eProcurement System, reporting capabilities, approval routes set up and maintenance, ordering, etc.			\$

## Optional Service Cost

Please see Section III. LL. Changes in Scope/Change Orders. These rates will only be used in the context of that section.

There may arise from time to time a need for work not originally delineated in this RFP but considered within the scope of work. This additional work may stem from legislative mandates, emerging technologies, and/or secondary research not otherwise addressed in this RFP or known at the time this RFP was issued.

Provide the hourly rate for additional consulting services for new time and materials projects that fall within the scope of this RFP that might be requested by DAS. There is no guarantee regarding the number of hours that might be used.

The bidder must list each role/job title and provide an hourly rate. No additional charges will be allowed for travel or other expenses. Bidders may add additional lines as needed.

Pricing for Additional Services		Initial Contract Period Hourly Rate	Optional Renewal Year One Hourly Rate	Optional Renewal Year Two Hourly Rate
Role/ Job Title				
1.		\$	\$	\$
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$