**Cost Proposal**

**Firm Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Include all costs associated with providing the scope of services defined in the RFP.

|  |
| --- |
| **Phase 1** |
| Enter the total cost to complete each task. Cost must include all aspects of the services required for each task, including direct costs such as personnel, subcontractors, travel, etc. and indirect costs.  | **Cost** |
| **Task 1 – Project Plan** | **$** |
| **Task 2 - Business Process Map** | **$** |
| **Task 3 – Recommendations**  | **$** |

|  |  |
| --- | --- |
| **Phase 1 Optional Services:****Job Title** | **Hourly Rate** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

|  |
| --- |
| **OPTIONAL: Phase 2: Implementation****The maximum allowable dollar amount on this contract for tasks performed in Phase 2 shall not exceed fifty percent (50%) of the total amount of Phase 1.** |
| Phase 2 is optional. CFS may elect not to implement any of the recommendations, and/or to competitively procure for the implementation phase. For each recommendation provided in Phase 1:Task 3, CFS may ask awarded bidder to present an implementation Cost Proposal for review and approval. Costs associated with each task will be based on the bidder’s proposed hourly rates. Identify key dedicated staff and hourly rates for Phase 2 in table below. CFS reserves the right to issue a subsequent RFP to implement the recommendations provided in Phase 1.  |

|  |  |
| --- | --- |
| **OPTIONAL: Phase 2** **Job Title** | **Hourly Rate** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |