Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Instructions:** Bidders are to complete all fields highlighted in yellow.

Do not alter existing format or content within the Cost Sheet. However, if Bidder identifies that other items are essential in **Part I** and/or **Part II** to create full functionality, and meet the requirements as outlined in the RFP document and any related attachments, then additional lines may be inserted as needed. Such additional lines must be included in **Part I and Part II** pricing and be reflected in the Total Overall Cost. Any inclusion of additional lines must still conform within the stated percentages as outlined in **Part I** and follow the prescribed format as provided. **Important:** In case of a mathematical error in extension of price, unit price shall govern.

Please indicate the “Total Overall Cost” for the Third Party Warmline Services $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This amount shall equal the sumof the Total for both **Part I** and **Part II**. Do not include any costs for **Part III** and **Part IV** inthe **“**Total Overall Cost”, as these sections are not included in the cost evaluation.

**Part I**: Project section requirements as outlined in Section (VI)(A) of the Request for Proposal (RFP) document and any related attachments. Bidder to provide pricing for each of the project deliverable categories listed. The sum of all project deliverable categories listed directly below constitutes the **Part I – Total**. Important: Bidders are to ensure that allocation of their percentages are based on the % provided for each category and that the total of all categories within **Part I** does not exceed 100%.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description**  | **% Breakdown by Category for Part I** | **Number of Units** | **Unit of Measure (UOM)** | **Cost (Unit Price)** |
| **Phase I-Discovery**  | **Phase I**Shall be at least **20%** and shall not exceed **40%** of the total cost for Part I | 1 | Each | $ |
| **Phase II-Development and Community Engagement** | **Phase II**Shall be at least **20%** and shall not exceed **40%** of the total cost for Part I | 1 | Each | $ |
| **Phase III- Pilot Program (Soft Launch)** | **Phase III**Shall be at least **20%** and shall not exceed **40%** of the total cost for Part I | 1 | Each | $ |
| **Phase IV- Full Scale Launch** | **Phase IV**Shall be at least **20%** and shall not exceed **40%** of the total cost for Part I | 1 | Each | $ |
| **Part I – Total**  | $ |

**Part II** – **Operating Costs after Full Scale Launch**

(Note: These items would be paid for on a quarterly basis)

Bidder’s price for operations shall include all associated costs or fees (including but not limited to subscriptions costs). **Important:** Do not include statements in the RFP proposal submittals, attachments, etc. indicating that there will be additional fees which are not included in the table below. The sum of the extended cost (Number of Units x Unit Price) constitutes the **Part II – Total**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Contract Term** | **Unit of Measure (UOM)** | **Number of Units** | **Cost****(Unit Price)** | **Extended Cost** |
| Operating and any additional costs or fees (including but not limited to subscriptions) - Post Warranty period.  | Year 1 | Monthly | 6 | $ | $ |
| **Part II** - **Total**  | $ |

**Part III** – Costs associated with operating requirements

(Do **not** include these amounts in the Total Overall Cost associated with Part I and Part II)

|  |
| --- |
| **Year 2** |
| **Description** | **Contract Term** | **Unit of Measure (UOM)** | **Number of Units** | **Cost****(Unit Price)** | **Extended Cost** |
| Operating and any additional costs or fees (including but not limited to subscriptions) | Year 2 | Monthly | 12 | $ | $ |
| **Total Cost for Year 2**  | $ |
|  |
| **Year 3** |
| **Description** | **Contract Term** | **Unit of Measure (UOM)** | **Number of Units** | **Cost****(Unit Price)** | **Extended Cost** |
| Operating and any additional costs or fees (including but not limited to subscriptions) | Year 3 | Monthly | 12 | $ | $ |
| **Total Cost for Year 3** | $ |

Example

**(***Example applies to Part II and Part III of Cost Sheet*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Contract Term** | **Unit of Measure (UOM)** | **Number of Units** | **Cost****(Unit Price)** | **Extended Cost** |
| Operating and any additional costs or fees  | Year Two (1)  | Monthly | 12 | $10 | $120 |

Extended Cost = Number of Units x Unit Price (12 x 10) = $120

**Important:** In case of a mathematical error in extension of price, unit price shall govern.

**Part IV** – Optional Services Miscellaneous Support and Enhancements

(Do **not** include these amounts in the Total Overall Cost associated with Part I and Part II)

Hourly Rates for Miscellaneous Support and Enhancements (beyond RFP/Contract requirements)

The Bidder should provide the Title/Role with each respective hourly rate to perform additional services\*.

|  |  |
| --- | --- |
| **Title / Role such as, but not limited to:** | **Hourly Rate** |
| (Example) Project Manager | $  |
|  | $  |
|  | $  |
|  | $ |
|  | $ |

 *\*Bidder may add additional lines as needed.*