

**Cost Proposal Summary for
Contractor's Administrative Overhead
RFP 6901 Z1**

**Mandatory Cost Proposal Summary
Provide one cost summary form indicating
Maximum Cost Per Year (not to be exceeded)**

Fixed costs to provide the services of the Farm Mediation Program

	1st Quarter 7/01 - 9/30	2nd Quarter 10/01 - 12/31	3rd Quarter 1/01 - 3/31	4th Quarter 4/01 - 6/30	Yearly Total 7/01 - 6/30
Salaries, Payroll Taxes, Benefits, Liability Insurance, Local Travel	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rent, Utilities, Maintenance, Equipment Rental, Tech Support, Phones	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Office Supplies, Postage, Miscellaneous Expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Promotion and Advertising	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Totals:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ Maximum Cost Per Year (not to be exceeded)

**Cost Proposal Summary for
Legal Counsel
RFP 6901 Z1**

**Mandatory Cost Proposal Summary
Provide one cost summary form indicating
Maximum Cost Per Year (not to be exceeded)**

Reimbursed Costs at Fixed Rates:

	Fixed Rate Per Hour	Estimated Hours Per Year	Estimated Cost Per Year	Maximum Cost Per Year (not to be exceeded)
Legal Counsel (clinics and other consultations)	\$ _____	_____ Hours	\$ _____	\$ _____
Travel Time for Legal Counsel	\$ _____	_____ Hours	\$ _____	\$ _____
Training Time for Mediators	\$ _____	_____ Hours	\$ _____	\$ _____
Travel Expenses for Legal Counsel (mileage, lodging, meals)			\$ _____	\$ _____
Miscellaneous Expenses for Legal Counsel (copies, postage, etc.)			\$ _____	\$ _____
Totals:		_____ Hours	\$ _____	\$ _____ Maximum Cost Per Year (not to be exceeded)

**Cost Proposal Summary for
Financial Counselor/Preparer
RFP 6901 Z1**

**Mandatory Cost Proposal Summary
Provide one cost summary form indicating
Maximum Cost Per Year (not to be exceeded)**

Reimbursed Costs at Fixed Rates:

	Fixed Rate Per Hour	Estimated Hours Per Year	Estimated Cost Per Year	Maximum Cost Per Year (not to be exceeded)
Financial Counselors/Preparers	\$ _____	_____ Hours	\$ _____	\$ _____
Travel Time for Financial Counselors/Preparers	\$ _____	_____ Hours	\$ _____	\$ _____
Training Time for Financial Counselors/Preparers	\$ _____	_____ Hours	\$ _____	\$ _____
Travel Expenses for Financial Counselors/Preparers (mileage, lodging, meals)			\$ _____	\$ _____
Miscellaneous Expenses for Financial Counselors/Preparers (copies, postage, etc.)			\$ _____	\$ _____
Totals:		_____ Hours	\$ _____	\$ _____ Maximum Cost Per Year (not to be exceeded)

Cost Proposal Summary for Mediators

RFP 6901 z1

Mandatory Cost Proposal Summary
Provide one cost summary form indicating
Maximum Cost Per Year (not to be exceeded)

Reimbursed Costs at Fixed Rates:

	Fixed Rate Per Hour	Estimated Hours Per Year	Estimated Cost Per Year	Maximum Cost Per Year (not to be exceeded)
Mediators (Mediations and other consultations)	\$ _____	_____ Hours	\$ _____	\$ _____
Travel Time for Mediators	\$ _____	_____ Hours	\$ _____	\$ _____
Training Time for Mediators	\$ _____	_____ Hours	\$ _____	\$ _____
Travel Expenses for Mediators (mileage, lodging, meals)			\$ _____	\$ _____
Miscellaneous Expenses for Mediators (copies, postage, etc.)			\$ _____	\$ _____
Totals:		_____ Hours	\$ _____	\$ _____ Maximum Cost Per Year (not to be exceeded)

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