**COST PROPOSAL**

**Request for Proposal Number NCBVIWAGES**

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

Kindly provide a detailed cost breakdown for this proposal using the table below to itemize the associated expenses.

* Total costs proposed should be all inclusive and reflect all fees necessary to perform the following services as described:
	+ **Planning, Recruitment, Job Placement, and Training Services**
		- Includes services related to enrolling students, staff, and employers in the WAGES program, student assessments, determining needed employer accommodations, program promotion, event pre-planning, and other activities before the commencement of the program
	+ **Convention Planning, Logistics Management, and Oversight**
		- National Federation of the Blind Convention Support Services
		- Includes convention logistics, orientation for staff and students, mentorship and supervision during convention, and post-convention debrief.
	+ **WAGES Program Oversight and Management**
		- Includes services provided during and after the program, including staff training and support, activity planning and administration, progress reports, conflict resolution, administrative staff on- call, employer communication, and other needed services.
	+ **Program Administrative Support**
		- Includes payroll expenses, background checks, preprogram trips to meet with prospective employers and staff, and administrative support for managing convention and program logistics
	+ **Challenge Activities**
		- Contractor should understand the power and impact of an experience that pushes a person beyond their perceived limits. Throughout the WAGES program, participants will have the opportunity to engage in twice weekly evening activities as well as weekend challenge activities. Activities should include core components including trying new experiences, challenging perceived physical and mental limits, stepping outside of one’s comfort zone, incorporating blindness skills in a new and challenging way, networking, problem solving, independence, teamwork, community integration, and lots of fun.
		- Includes van rentals, gas, identified challenge activities, a budget for activities that students

and staff will assist in deciding,and closing banquet. The actual costs may differ. The (Vendor) will submit receipts for all reimbursable items

* + - In addition to the above, NCBVI will provide a Student Discretionary Fund of $125 Each and $1000 for Challenge Supplies
* This is for challenge activities that happen in the dorm including team building, talent show prizes, craft projects, cooking/snack projects, accessible game night, etc.). Note: NCBVI will reimburse the discretionary spending amount based on the actual number of participating students.
	+ **National Federation of the Blind National Convention**
* Estimate based on twenty students with two family members each and ten staff members.
* Include flight/hotel, ground transportation, convention registration/banquet, and meals/incidentals per diem.
	+ **Staff Pay and Taxes**
		- Staff pay should be based on 10 supervisory staff, 1 independent living skills instructor, and seven job coaches, including an estimated five hours weekly overtime for job coaches.

**COST PROPOSAL**

| **Item** | **Contract Term 1** | **Contract Term 2** | **Contract Term 3** | **Contract Term 4** |
| --- | --- | --- | --- | --- |
| 1. Planning, Recruitment, Job Placement, and Training Services
 |  |  |  |  |
| 1. Convention Planning, Logistics Management, and Oversight
 |  |  |  |  |
| 1. WAGES Program Oversight and Management
 |  |  |  |  |
| 1. Program Administrative Support
 |  |  |  |  |
| 1. Challenge Activities
 |  |  |  |  |
| 1. National Federation of the Blind National Convention
 |  |  |  |  |
| 1. Staff Pay and Taxes
 |  |  |  |  |
| **TOTAL** |  |  |  |  |