

Cost Proposal Template Request for Proposal NPGAP2023.1

Bidder Name: _____

Instructions to bidders:

The Commission on Problem Gambling requires all contracts awarded for services to include a projected total cost for the year of the contract. This is expressed as an amount that the annual total cost is “not to exceed” for the year July 1, 2023-June 30, 2024.

As provided in Section II F., cost increases for contract renewals after the first year of the contract shall be limited to the annual rate of inflation as computed by the U.S. Bureau of Labor Statistics CPI-U for the twelve months ending on the end date of the contract year then ending.

In addition to the projected annual cost, the bidder’s cost proposal shall include the hourly rate of cost for the categories of service listed below.

If different hourly rates apply based on job titles, qualifications or job descriptions of the individuals providing the service, the proposal should so state, giving the job title and hourly rate that applies to it. Expand the boxes if necessary to add more job titles and hourly rates.

Costs shall be specified for each of the following deliverables:

For each of the following categories, list the individuals who will be performing the task, by job title, qualifications or job description, giving the applicable hourly rate of cost for each. Add more lines if more than two are proposed. The annual total cost amount should equal the lump sum total for all services, for all individuals performing service, that the bidder proposes.

1	Preparation of reports including edits.	
	a. Indicate Job Title 1: _____	\$
	b. Indicate Job Title 2: _____	\$
2	Presentation of reports at meetings of the Commission on Problem Gambling and other public events.	
	Indicate Job Title 1: _____	\$
	Indicate Job Title 2: _____	\$
3	Meet with Program staff to plan projects.	
	Indicate Job Title 1: _____	\$
	Indicate Job Title 2: _____	\$

4	Consult with Program staff and staff of other entities and vendors as required by Program staff to develop and improve data collection methods.	
	Indicate Job Title 1: _____	\$
	Indicate Job Title 2: _____	\$

An annual "not to exceed" total cost for the contract year July 1, 2023-June 30, 2024.

Annual total: \$ _____