

ATTACHMENT F: COST PROPOSAL FORM

Instructions:

Vendors are to complete the Cost Proposal Form, provided as **Attachment F.** to the RLB according to instructions, sign it, and submit it fully completed as the separate sealed cost proposal. The costs offered in the vendor’s Cost Proposal will be the costs in effect throughout the contract period as described in this RLB. Vendors are to use the format in **Attachment F, Cost Proposal Form,** to submit their cost proposal for SFYs 08 and 09. The selected vendor shall only be compensated per new verified record. At the vendor’s discretion, additional documentation may also be included with the completed **Attachment F.,** as explanatory information, but when making the vendor selections and when executing the contract, ODJFS will consider only the dollar amounts displayed on the Cost Proposal Form.

In calculating their total proposed new verified record cost, vendors must consider cost resulting from each task and deliverable listed in Sections VIII. and X. of the RLB, as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in the RLB or not).

Tasks and Deliverables	Cost Format	SFY 08 Cost	SFY 09 Cost
New verified record <i>(Total cost per new verified record to include tasks and deliverables previously identified and delineated in Sections XIII. and X. of the RLB)</i>	Cost per new record provided / Total Not-to-Exceed Fixed Cost:	\$	\$
	**Total Biennium Cost:	\$	

****The vendor’s Total Biennium Cost shall be determined by adding the total cost per new verified record for SFYs 08 and 09. Vendors may refer to Section XIII. C. of the RLB to understand how this cost calculation is used to determine a vendor’s final cost-per-quality point ratio. This sum total of the vendor’s cost per new verified record for SFYs 08 and 09 will be the vendor’s cost grand total used in Phase III of the Proposal Evaluation and Selection process and will not be the cost that the vendor will be compensated for. This is calculation is only used in determining vendors’ cost-per-quality point as described in Section XIII, C., of the RLB.**

Affirmation: The costs as delineated above per SFY are firm for the duration of the proposed contract period, and I, the undersigned, have authority to bind the contractor to the Cost Proposal.

Name (Signature) and Title

Date of Signature