

ATTACHMENT E: COST PROPOSAL FORM

Instructions:

Vendors are to complete the Cost Proposal Form, provided as **Attachment E.** to the RLB according to instructions, sign it, and submit it fully completed as the separate sealed cost proposal. The rates offered in the vendor’s Cost Proposal will be the rates per completed survey (per respective fiscal year) in effect throughout the contract period as described in this RLB. Vendors are to use the format in **Attachment E, Cost Proposal Form,** to submit their cost proposal for SFYs 10, 11, 12, 13 and 14. The selected vendor shall only be compensated per completed and approved survey. At the vendor’s discretion, additional documentation may also be included with the completed **Attachment E.,** as explanatory information, but when making the vendor selections and when executing the contract, ODJFS will consider only the rates displayed on the Cost Proposal Form.

Vendors are to propose their firm, fixed, all-inclusive rate per completed survey for each SFY (i.e., 10, 11, 12, 13 and 14). The selected vendor will be compensated on a **quarterly basis** at their proposed and accepted rate (per respective SFY) which **shall not exceed \$140.00 per completed survey.** Vendors who submit cost proposals which exceed the maximum \$140.00 survey rate shall be disqualified from further consideration of any resulting contract. The proposed rates shall represent the entire cost the vendor offers for the full and successful completion of **all** deliverables for that respective SFY.

Vendors are to use their business expertise in pricing the work described in this RLB, taking into consideration any intervening steps or activities that must be performed in order to complete the work, and offer their rates accordingly, even if ODJFS does not explicitly identify those intervening costs in this RLB. No separate travel expenses or any other type of expenses will be paid under the contract to result from this RLB.

RATE PER COMPLETED SURVEY:

SFY 10 Rate	SFY 11 Rate	SFY 12 Rate	SFY 13 Rate	SFY 14 Rate	Average Rate* SFY 10+11+12+13+14 divided by 5:
\$	\$	\$	\$	\$	\$

***The vendor’s Average Rate shall only be used to determine a vendor’s final cost-per-quality point ratio in Phase III of the Proposal Evaluation and Selection process and will not be the rate that the vendor will be compensated for. The selected vendor will only be compensated at the proposed and accepted rate per each respective SFY.**

Affirmation: The rates 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