Attachment F.   Cost Proposal Form

OWD Training and Technical Assistance

Instructions: Vendors are to complete this Cost Proposal Form, sign it, and submit it fully completed as their separate, sealed cost proposal. This Cost Proposal Form requires vendors to provide a group of individual prices for those services described in Section 3.4 Specifications of Deliverables. Vendors are to use their professional comprehension of the effort required to perform those services and to offer to ODJFS its flat, all-inclusive fee for performing each. The prices offered in the selected vendor's Cost Proposal will be the prices in effect throughout the contract period, including any renewal contracts, as described in Section 1.10, Time Frames & Funding Source, of this RFP. **NO OTHER FEES, RATES, EXPENSES, or COSTS OF ANY SORT MAY BE BILLED TO ODJFS. ALL SERVICES ACTUALLY PERFORMED MUST BE BILLED TO ODJFS USING THE RATES AND UNITS OF SERVICE (or portions thereof) DEFINED ON THIS COST PROPOSAL FORM.**

PROPOSED ADMINISTRATIVE COSTS:

1.) Vendor's Proposed fixed, flat, all-inclusive rate, <u>per month</u> for Deliverable A., Ongoing Service Planning:

$\qquad$ **$_____**

2.) Vendor's Proposed fixed, flat, all-inclusive rate, <u>per month</u> for Deliverable B., Ongoing Orientation and System Overview:

$\qquad$ **$_____**

3.) Vendor's Proposed fixed, flat, rate <u>per month</u> for all general project management, inclusive of date collection, record-keeping, reporting, meetings/consultations with ODJFS on project status and QDA development, etc. The vendor's costs for all functions not otherwise identified as Deliverable A or B above, and all costs other than the performance or provision of training or technical assistance functions must be included in this monthly rate:

$\qquad$ **$_____**

In addition to these three specified monthly rates for service, vendors must offer their rates per unit of service (e.g., per day for training services and per-hour for technical assistance services) for the following list of POSSIBLE contractor functions (either provided by the vendor directly or via a subcontractor). Should the contractor be required to provide or perform any of these as-needed and/or brokered services, the rates offered here would be applied. ODJFS and the contractor would negotiate and agree upon the maximum number of service units (days or hours) available for each specific assignment. These assignments and applicable rates would be referenced in the Quarterly Deliverable Agreement.

Cost Proposal Consideration and Vendor Selection: The "grand total" of the Cost Proposal offered by each qualifying vendor (*i.e.,* vendors whose proposals passed Phase II review and remain under consideration for contract award) will then be divided by that vendor's final Technical Proposal score. This compares the cost with the quality of the Technical Proposal, which will provide an average cost-per-quality point earned on the Technical Proposal. For this project, the "grand total amount" used in this comparison will be the sum of one unit of each service, however that unit is defined on the Cost Proposal Form, extended by a weight assigned by ODJFS as noted on the As-Needed and/or Brokered Service Rates table, below. This 'grand total' amount has no practical meaning or utility beyond the vendor selection process. The actual value of the contract will be determined by ODJFS based on the selected vendor's proposed and accepted prices for the work and on the best estimation possible by ODJFS for the level or volume of each of those services likely to be utilized. It is the

express expectation of ODJFS that the State of Ohio Purchase Order to be established for the purchase of the selected vendor's services will be modified over the life of the contract based on the evolving work plan the contractor will be expected to complete.

As-Needed and/or Brokered Service Rates:

As-Needed and/or Brokered Training and Technical Assistance – Assignment Type and defined Unit of Service	ODJFS Ranking of services by likely frequency of use and/or importance to program	Vendor's Price per Unit of Service	Price per Unit multiplied by a weighting factor of:
Level 1 Trainer **Actual Compensation per day**	Highest frequency or importance: weight = 3	$ per day	Vendor's unit price X weight of 3 = $
Level 2 Trainer **Actual Compensation per day**	Highest frequency or importance: weight = 3	$ per day	Vendor's unit price X weight of 3 = $
Level 3 Trainer **Actual Compensation per day**	Highest frequency or importance: weight = 3	$ per day	Vendor's unit price X weight of 3 = $
Level 4 Trainer **Actual Compensation per day**	Highest frequency or importance: weight = 3	$ per day	Vendor's unit price X weight of 3 = $
Grant Writer **Actual Compensation per hour**	Lowest frequency or importance: weight = 1	$ per hour	Vendor's unit price X weight of 1 = $
Program Evaluator **Actual Compensation per hour**	Mid-range frequency or importance: weight = 2	$ per hour	Vendor's unit price X weight of 2 = $
Researcher **Actual Compensation per hour**	Mid-range frequency or importance: weight = 2	$ per hour	Vendor's unit price X weight of 2 = $
Customer/Stakeholder Facilitator **Actual Compensation per hour**	Lowest frequency or importance: weight = 1	$ per hour	Vendor's unit price X weight of 1 = $
Mystery Shopper **Actual Compensation per DAY**	Lowest frequency or importance: weight = 1	$ per day	Vendor's unit price X weight of 1 = $
Third Party Evaluator/Consultant **Actual Compensation per hour**	Mid-range frequency or importance: weight = 2	$ per hour	Vendor's unit price X weight of 2 = $
Presentation, newsletters, and Communications **Actual Compensation per hour**	Lowest frequency or importance: weight = 1	$ per hour	Vendor's unit price X weight of 1 = $
Conference Planner/Management **Actual Compensation per hour**	Mid-range frequency or importance: weight = 2	$ per hour	Vendor's unit price X weight of 2 = $
Curriculum Development **Actual Compensation per hour**	Mid-range frequency or importance: weight = 2	$ per hour	Vendor's unit price X weight of 2 = $
Vendor's **"Grand Total Amount"** - the sum of one unit of each service, extended by the assigned weight assigned:			