

ATTACHMENT B
COST PROPOSAL

INSTRUCTIONS:

All bidders are instructed to use this Attachment B – Cost Proposal to submit their proposal pricing. The Department will not accept any modifications or alterations to this form, nor will the Department accept any narrative with the budget. Complete the cost proposal bid detail sheet to calculate the total price for the five (5) year contract period. The bid rates must be inclusive of **all costs** to the Department. There will be no other reimbursement to the contractor outside of the hourly rates bid for the positions identified in the following table.

The total number of hours required to support the work and activities of the NYSPQC are estimated. The actual number of hours completed may vary from these estimates.

Administrative costs including costs related to administrative staff and administrative functions necessary for the success of the project, including secretarial services, coordination, supervision, fiscal oversight, recruitment, information dissemination, similar administrative duties, overhead, and travel must be built into each bid rate proposed. **There will be no separate reimbursement for administrative, travel and overhead costs.**

Unit prices provided will be fixed for the first three (3) years (Years 1, 2 and 3) of the project and separately fixed for the remaining two (2) years (Years 4 and 5) of the project. The annual pricing for contract years 1 through 3 cannot exceed \$731,000.00, and \$753,000.00 per contract years 4 and 5. Bids that exceed this limit will be disqualified.

Complete and sign the attestation below.

ATTESTATION:

I, _____, for and on behalf of the Bidder organization(s), signify that the following information is true and accurate to the best of my knowledge and that the Bidder organization(s) agrees to abide by the terms of the approved proposal and is fully able and willing to carry out the deliverables contained herein. The prices presented in this proposal shall remain in effect for 365 days from the last day to submit a proposal.

Signature

Title

Date

Print Name

Attachment B Cost Proposal Bid Detail Sheet

Staffing

All cost/expense items for Section 4 Scope of Services must be covered in this section.

A	B	YEARS 1, 2 and 3 of Contract			YEARS 4 and 5 of Contract [^]			I
		C	D	E	F	G	H	
Staffing	Maximum # of Hours Each Year of the Contract*	Price Per Hour	Multiply	Price for first 3 Years of Contract (B x C x D = E)	Price Per Hour	Multiply	Price for Years 4 and 5 of Contract (B x F x G = H)	TOTALS 5-Year Prices for Contract Deliverables (E + H = I)
Project Director	1,040 hours	\$	x 3	\$	\$	x 2	\$	\$
Project Assistant/ Coordinator	1,040	\$	x 3	\$	\$	x 2	\$	\$
Clinical Leaders	240 hours	\$	x 3	\$	\$	x 2	\$	\$
		\$	x 3	\$	\$	x 2	\$	\$
Equity Leader	780 hours	\$	x 3	\$	\$	x 2	\$	\$
Quality Improvement Advisors	780 hours	\$	x 3	\$	\$	x 2	\$	\$
Guest speakers	30 hours	\$	x 3	\$	\$	x 2	\$	\$
Parent/Family Partners	208 hours	\$	x3	\$	\$	x2	\$	\$
GRAND TOTAL 5-YEAR BID PRICE:								

* These are the total maximum hours expected to support the work and activities of the NYSPQC. The actual number of hours completed may vary from these estimates however total pricing cannot exceed \$731,000.00 annually in contract years 1 through 3 and \$753,000.00 in contract years 4 and 5.

[^]The price for years 4 and 5 must not exceed 3% of the price for years 1-3, and the total price for contract years 4 and 5 cannot exceed \$753,000.00. In the event of an uneven number, round to ensure the price is within 3%.

Bidder Name: _____

Date: _____

Authorized Bidder Signature: _____