

## ATTACHMENT A - COST PROPOSAL WORKSHEET

Please complete the following worksheet and submit this page with your proposal.

**Note:** The purpose of the cost proposal is to provide a mechanism for Offerors to submit costs in a manner that DOT&PF can evaluate and score.

|                         |  |
|-------------------------|--|
| Vendor Name             |  |
| Vendor Point of Contact |  |
| Phone Number            |  |
| Email Address           |  |
| Physical Address        |  |

### INSTRUCTIONS:

Cost for this project will be evaluated in two parts:

- Hourly Rates
- Placement Fee

The total cost offered for each part shall be added together to equal the total evaluated cost.

### Instructions: Part One:

- In the space provided below for each Job Class, enter the offered Hourly Billable Rate.
- In the space provided below, enter the Total Extended Offered Cost for each Job Class by multiplying the Estimated Hours by the Offered Hourly Billable Rate.

| Job Class                                     | Estimated Hours | Offered Hourly Billable Rate | Total Extended Cost Offered |
|---|-----------------|------------------------------|-----------------------------|
| Recruitment Manager                           | 20              |                              | \$                          |
| Recruiter                                     | 40              |                              | \$                          |
| Administrative Support                        | 30              |                              | \$                          |
| Part One: Total Evaluated Hourly Cost Offered |                 |                              | \$                          |

### Instructions: Part Two:

- In the space provided below, enter the Placement Fee Offered.
- In the space provided below, multiple the Estimated Placements by the Offered Placement Fee to equal the Total Placement Fee Offered.

| Estimated Placements | Offered Placement Fee | Total Placement Fee Offered |
|----------------------|-----------------------|-----------------------------|
| 40                   | \$                    |                             |

**Total Evaluated Cost:** The total evaluated cost for this project is the sum of Parts One and Two above.

**Instructions:** In the space provided below, enter the sum of Part One and Two above.

|                              |    |
|------------------------------|----|
| Total Evaluated Cost Offered | \$ |
|------------------------------|----|

**Note:** The estimated hours and number of placements are for evaluation purposes only. The contractor shall be compensated for the actual number of hours worked and the number of placements completed.