

Offeror Company Name:	
Solicitation No.:	
Solicitation Title:	
Name and Title of the Person Completing this Form	

INSTRUCTIONS:

- Using this form, or Offeror’s own similarly formatted document, propose costs for all services, defined clearly in individual line items and cost categories. If more space is needed, Offerors may add rows to clearly describe all costs or may provide more information on a separate document.
- All costs proposed must be in the currency of the United States of America.
- Describe costs for reimbursable expenses, if any. If travel costs are proposed as direct reimbursable costs, Offerors should note the County’s *Travel Guidelines provided below and note any deviations or exceptions proposed by Offeror.
- Describe costs for any additional and optional services Offeror may propose that are not already clearly described.
- In accordance with County Code, the use of a cost-plus-a-percentage-of-cost contract is prohibited.
- Provide costs for all services (including additional, optional, and future services) for all years of an agreement. County will consider, but is under no obligation to accept proposed future year unit prices or price escalations, which may include but are not limited to price escalations based on:
 - a specified dollar amount;
 - a specified percentage;
 - a capped not-to-exceed dollar amount or percentage (e.g., annual increases will never exceed the lesser of \$1,000.00 or 3%, per year over the prior year’s fee amounts);
 - or some other formula (e.g., a specific Producer Price Index or Consumer Price Index).
- If proposing a price escalation mechanism for future years of an agreement where a specified dollar amount or specified percentage has not been proposed (e.g., if using a CPI), Offerors should name the specific CPI being used and should also clearly describe the process and timing for Offeror to notify County of any such increase and the process by which County would approve such an increase in future years. County, at its sole discretion, reserves the right to accept any given proposed fees and price escalation mechanism and process for any agreement term length.
- Should an Offeror choose not to provide pricing or a price escalation mechanism and process for all fifteen (15) years, the County, for purposes of cost evaluation, may apply an escalation rate of 5% per year for each year not proposed to the final costs included in Offeror’s response. County discourages autorenewal or “evergreen” provisions. If Offerors are unable to propose pricing or a price escalation mechanism and process for fifteen (15) years, County may consider contracting for a shorter term.

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Table 1. Software Fees

COST CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Software Subscription or License Fees (Clearly state all modules, apps, services or other components included in this fee. Use a separate document if necessary or include it in the main Proposal documents.)															
Sandbox or Testing Environment(s)															
Single Sign On Annual Fees															
Other															

Table 2. Services

COST CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Project Initiation Meeting		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Project Implementation and Management Fees		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Single Sign On Implementation Fees															
Maintenance and Support															
Administrative Fees															
Other															

Table 3. Hourly Rates

Please propose any hourly rates for future or optional professional services, implementations, or integrations requested by County throughout the term of an agreement. Rates should be entered as **not-to-exceed hourly rates**, not average rates.

COST CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Position Title															
Position Title															
Other															

Table 4. Travel and Reimbursables

COST CATEGORY	Instructions	Enter Response Here
*Travel	Describe how travel fees would be charged to County upon County request and approval and affirm that Offeror can adhere to County's Travel guidelines unless otherwise proposed and agreed to by County.	
Materials	Describe how costs for materials, if any, would be charged to County.	
Other	Describe any other direct reimbursable costs and how they would be charged to County.	

***Travel Guidelines:**
If Offeror's travel costs are proposed as direct reimbursable costs, copies of all travel expenses must accompany invoices submitted to County and shall only include the following:

1. The most economical means of transportation shall be used, commercial airlines coach fare rates;
2. Business-related tolls and parking fees;
3. Rental car, taxi service or shuttle services;
4. Mileage shall be reimbursed at the standard mileage rate for business miles driven as established from time to time by the Internal Revenue Service or a minimum of \$0.45 per mile;
5. Hotel or motel lodging, not to exceed \$250.00 base rate per night excluding tax;
6. Meals, per Los Alamos County Travel Policy, currently \$90.00 per diem daily for multi-day travel, or up to \$40.00 daily for one day travel;
7. Internet connectivity charges;
8. Any other reasonable costs directly associated with conducting business with County.
9. If reimbursement for lodging or airfare is sought and no receipt is furnished by Contractor showing the actual cost, the travel expense shall be deemed unreasonable and un-reimbursable.

Travel Expenses not allowed are as follows:

1. Entertainment; in-room movies, games, etc. and
2. Alcoholic beverages, mini bar refreshments or tobacco products.

Table 5. Training

Describe all training costs. For each training proposed, provide as an attachment a separate narrative to describe the following:

1. Description of training and outcomes
2. Can the training be recorded for future viewing throughout the term of the agreement. Yes or No.
3. Is the format remote or onsite?
4. If the training is held onsite, would travel costs be included in the total cost of the training or charged separately as a reimbursable cost?
5. If the training is held remotely, would the County or contractor be responsible for setting up the training?
6. Maximum number of attendees recommended per session, with the ability for County to increase or decrease number of attendees.
7. For training during implementation, note whether it is included in other costs for implementation or separate.
8. Length of training per session using hours, not days.
9. Total number of sessions offered. If there is no limit to the number of sessions offered, Offeror may state “upon County request.”

COST CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Training During Implementation		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Training Post Project Implementation – After Go-Live Throughout the Term of an															

Agreement															
Other Training Fees															
Other															

Table 6. Payment Schedule

Proposed Payment Schedule	Enter Response Here
Describe how and when all fees will be charged to County both during implementation and after Go-Live with the understanding that County cannot pay in advance for services not actually provided. For example, will Offeror bill monthly during implementation based on completed Phase Milestones and Deliverables or invoice once upon project completion? Describe the amounts or percentages for proposed billing for each milestone or deliverable. These should match the implementation milestones and deliverables proposed in the Project Implementation Schedule.	
Acknowledge Offeror’s understanding that County cannot pay for services not provided and will not agree to pay for any project implementation fees in advance of services or immediately upon contract signing.	
Describe how Software fees would be billed to County both during project implementation and after Go Live. (e.g. Monthly or Annually upon the anniversary of County’s final system acceptance.)	

Table 7. Additional or Optional Products and Services

Describe any additional optional products and services and provide costs for each. This may include, but is not limited to additional or optional tools, modules, apps, add-ons, functionality, future integrations with other County systems, or professional services not already described and included in the other fees herein.

COST CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Percentage Discount from Catalog or Category Describe any percentage discount from catalog or category offered to County, based on a percentage discount from a catalog or list price, defined as a published Manufacturer’s Suggested Retail Price (MSRP) for the products or services.															
Other															

Table 8. Cost Summary for Implementation During Year 1
Summarize Costs for Year 1 implementation to match the costs already described above. Add additional lines and cost categories if necessary to accurately describe all fees proposed during Year 1 Implementation

TABLE	COST CATEGORY – Base Fees	AMOUNT
1	Software Subscription or License Fees	
1	Sandbox or Testing Environment(s)	
2	Project Initiation Meeting	
2	Project Implementation and Management Fees	
2	Maintenance and Support	
2	Administrative Fees	
4	Travel (If charging as direct reimbursable fees, provide an estimated not-to-exceed amount)	
4	Materials (If charging as direct reimbursable fees, provide an estimated not-to-exceed amount)	
5	Training During Implementation	
	Other	
	Other	
	Subtotal:	
	COST CATEGORY – Fees for Additional or Optional Products and Services During Implementation	AMOUNT
7	Other	
7	Other	
	Subtotal:	
	TOTAL	