

COST PROPOSAL WORKSHEET



Incorporated County of Los Alamos
Procurement Division
101 Camino Entrada, Building 3
Los Alamos, NM 87544

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

INSTRUCTIONS:

1. Using this form, **or Offeror's own similarly formatted document**, propose costs for all services, defined clearly in individual line items. **If more space is needed, Offerors may add rows or columns to clearly describe all costs or may provide more information separately.**
2. All costs proposed must be in the currency of the United States of America.
3. 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.
4. Describe costs for any additional and optional services Offeror may propose that are not already clearly described.
5. In accordance with County Code, the use of a cost-plus-a-percentage-of-cost contract is prohibited.
6. 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. a specified dollar amount;
 - b. a specified percentage;
 - c. 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);
 - d. or some other formula (e.g., a specific Producer Price Index or Consumer Price Index).
7. 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 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.
8. By submitting a cost proposal, Offerors understand and agree that if fees are proposed and accepted by County as annual pre-paid fees, upon termination of an agreement, any unused portion of the pre-paid fee must be refundable and County will not be responsible for paying any

compensation to the selected Offeror, including annual fees for future contract year(s) beyond the date of termination. Unless otherwise proposed and agreed to by County, such a refund will be calculated based on a prorated monthly amount and will be issued to County as a credit on the next annual invoice. If there is no subsequent annual invoice scheduled, as in the case of the final year of an agreement or upon early termination, the refund will instead be issued to County as a refund payment.

9. If proposing pricing based on number of hours or minutes, please specify whether “hours” and “minutes” means number of hours/minutes of video/audio footage submitted by County or number of Offeror’s staff labor hours/minutes spent completing the redaction request.

PRICING MODELS:

1. The County is interested in considering different types of pricing models that might best meet the County’s needs while providing maximum value depending on the type of redaction project requested. County may consider awarding a contract(s) using some or all of the different pricing models proposed. Different types of pricing models proposed may include, but are not limited to the following:
 - a. Per total hours or minutes of video/audio footage in a file
 - b. Per number of hours or minutes of video/audio footage based on time stamps specified in County’s request
 - c. Per number of video/audio elements redacted (e.g., number of faces, license plates, etc.)
 - d. Per number of files submitted
 - e. Subscription-based plans that offer redaction services for an unlimited number of files or a high volume of files, with additional optional pricing that allows for County to exceed the specified limit upon request as needed.
2. Regarding 1.b. and 1.c. above, please describe Offeror’s ability to price services such that County is only charged for the video/audio redacted within specified timestamps or for specific video/audio elements rather than Offeror’s staff labor hours/minutes.
3. Please describe Offeror’s process (e.g., refund or credit to County) for Offeror’s erroneous redactions requiring subsequent corrections by Offeror.
4. Offerors may use the tables below to insert different types of cost categories and pricing models, or may provide Offeror’s own similarly formatted document, provided costs for all years proposed are included.

COST CATEGORY AND DESCRIPTIONS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7

ADDITIONAL AND OPTIONAL SERVICES DESCRIPTIONS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7

***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.