

**ATTACHMENT 6
COST SUBMISSION MATRIX**

Schedule 1: Summary
Summary of Total Software, Professional Services, and Maintenance Costs

Cost Categories	Proposed Cost in RFP	Explanation/Notes (if necessary)**
Yearly Software License/Hosting Fees (Schedule 2)(*)(**)		
Year One*		
Year Two		
Year Three		
Year Four		
Year Five		
	\$ -	
Services (Schedules 3, 4, and 5)(*)(**):		
Professional Services (Schedule 3)		
Training (Schedule 4)		
Travel and Other Costs (Schedule 5)		
Maintenance and Support (detailed below)	\$ -	
Hardware Costs (if any)		
Total Cost During Project Period	\$ -	

Ongoing Maintenance & Support (Years 1-5)

Period	Proposed Cost in RFP	Explanation/Notes (if necessary)**
Year One*		
Year Two		
Year Three		
Year Four		
Year Five		
	\$ -	

*Please identify the time at which "Year One" support or license fees begin (e.g., once software goes into production).

**Attach additional notes (if needed) to provide full explanation.

Assumptions/Additional Comments

List here the maintenance & support starting point (e.g., 10% of license) and annual caps in growth (e.g., lower of x% per year or inflation). Also list all other assumptions and use additional space if necessary.

Please check all cell formulas!!

Schedule 3: Professional Services
Estimated Professional Services By Deliverable

Deliverable	Resource	Solution Architect			Solution Developer			Content Migrator			Project Manager			Total Deliverable Cost
		Hours	Rate	Cost	Hours	Rate	Cost	Hours	Rate	Cost	Hours	Rate	Cost	
Logical Design Document				\$ -			\$ -			\$ -			\$ -	\$ -
Functional Requirements Document				\$ -			\$ -			\$ -			\$ -	\$ -
Configured Web Content Management Repository				\$ -			\$ -			\$ -			\$ -	\$ -
Test scripts development for unit and user acceptance (UAT) testing cycles				\$ -			\$ -			\$ -			\$ -	\$ -
Unit testing cycles				\$ -			\$ -			\$ -			\$ -	\$ -
Content audit				\$ -			\$ -			\$ -			\$ -	\$ -
Process definition, content migration and import				\$ -			\$ -			\$ -			\$ -	\$ -
Train the Trainer Session				\$ -			\$ -			\$ -			\$ -	\$ -
				\$ -			\$ -			\$ -			\$ -	\$ -
Insert Rows as Required														
	TOTAL	0		\$ -	0		\$ -	0		\$ -	0		\$ -	\$ -

Assumptions/Additional Comments

IMPORTANT: Cost Estimates for Professional Services must be Deliverable Based.

Deliverable Costs must match proposed Deliverables in SOW. If redlines have been made to the SOW, any proposed changes to Deliverables must be reflected in/match the proposer's cost estimates.

If additional Staff are proposed, please modify this worksheet to include all proposed resources assigned to Deliverables.

Please check all cell formulas!!

Schedule 5: Travel & Other Costs
Travel and Other Costs

Phase Category	Phase I Cost	Phase II Cost	Phase III Cost	Phase IV Cost	Phase V Cost	Phase VI Cost	Total Cost
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*Please label each Phase to be consistent with your SOW redlines.

Assumptions/Additional Comments

Changes to Phases in SOW redlines must be reflected in Travel Cost estimates.
Provide estimate for travel to/from AOC's San Francisco office
Please include price for Performance Bond on this worksheet, as applicable
Please check all cell formulas!!