**Cost Proposal Template**

1.0 The Proposer must submit pricing, using this form, that reflects the anticipated work to be performed and payment provisions that would be set forth in a subsequent contract, if awarded. The Proposer is to provide a cost proposal, including their hourly rates as indicated below. The rates provided shall encompasses all applicable charges, costs, fees, labor, benefits, expenses, markups, overhead, and profits, necessary to provide Judicial Council locations with Services, as needed.

1.1 Propose pricing for the anticipated Initial Term three (3) year period, (“Term”). (See RFP, 2. Purpose of this RFP, sub paragraphs 2.3 and 2.4). In the event an additional Subsequent Term is exercised under this Agreement, the fixed unit prices applicable during the Initial Term and the same terms and conditions shall remain in effect.

1.2 Proposer shall indicate their proposed allowance for any equipment and materials required to perform approved services. Indicate mark-up amount here:

|  |  |
| --- | --- |
| **Proposed Mark Up for Equipment and Materials:** | **Percent [ ](%)** |

1.3 Include fully burdened hourly rates for projected staff classifications that may provide any or all of the services under consideration as indicated in RFP Section 3.0, Description of Materials and Services.

|  |  |
| --- | --- |
| **Hourly Rates - Standard Business Hours.** | |
| Indicate Staff Classification / Job Titles and fully burdened Hourly Rates for services preformed during standard business hours. | |
| **Staff Classifications / Job Title** | **Hourly Rates** |
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1.4 Include fully burdened rates for the proposed Service descriptions below per RFP Section 3.0, Description of Materials and Services.

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| --- | --- | --- | --- |
| **Propose fully burdened hourly rates, below, for the services identified.** | | | |
| **Proposed Service Description** | **Hourly Rate for Standard Business Hours** | **Hourly Rate for Non-Standard Business Hours** | **Scheduling Criteria** |
| Preventative Maintenance |  |  | Pre-scheduled event |
| Scheduled Maintenance at Judicial Council Location |  |  | Within 2 business days |
| Scheduled Maintenance at Contractor Service Location |  |  | Within 2 business days |
| P1 Short Notice Assistance at Judicial Council Location |  |  | Within 4 business hours |
| P1 Short Notice Assistance at Contractor Service Location |  |  | Within 4 business hours |
| Training and Consulting |  |  | Pre-scheduled event |

1.5 Provide additional detail regarding Proposed Service Descriptions included above in Section 1.4.

|  |  |  |
| --- | --- | --- |
| **Provide a brief description of the type of services that may be performed under each of the proposed service categories herein.** | | |
| **Service Descriptions** | **Type of Services that may be performed** |
| Preventative Maintenance |  |
| Scheduled Maintenance at Judicial Council Location |  |
| Scheduled Maintenance at Contractor Service Location |  |
| P1 Short Notice Assistance at Judicial Council Location |  |
| P1 Short Notice Assistance at Contractor Service Location |  |
| Training and Consulting |  |

**END OF COST PROPOSAL TEMPLATE**