

Two Techs Administrative Contractor RFP Budget Template Instructions

General Instructions

- 1) Workbook is protected so that only certain cells can be changed by bidder.
- 2) All blue-shaded cells are bidder inputs.
- 3) All green shaded cells are RFP inputs. These cannot be changed by bidder.
- 4) All grey-shaded cells are blank cells or totals. These cannot be changed by bidder.
- 5) All unshaded cells are calculations. These will auto-populate following bidder's entry of data into other areas. These calculations cannot be changed
- 6) Most cells in the master budget sheet are calculations. These can only be changed by entering changes in subsequent tabs.
The cells that can be changed in the Master Budget sheet include those in rows 25-28, which allow users to add costs for functions not defined within the predefined RFP tasks, and row 31, which allows for a discount from the total budget for being awarded multiple tasks. Bidders enter a positive value for the discount, which is then subtracted from the Grand Total to reach the Final Total.
- 7) Individual tasks in each task bundle are denoted in orange-shaded rows. These correspond with the task areas in the RFP. Note, however, that the budget template for **customer management system (CMS)** is included in the Information Systems worksheet. Bidders bidding on the Customer Support task bundle must include costs for the CMS under the Information Systems worksheet.
- 8) Each worksheet includes fixed costs and many also include variable costs. Specific instructions for fixed and variable budget templates are provided below.
- 9) Labor categories may be role, title or name of individual.
- 10) Expense categories are non-labor costs such as travel, overhead, printing, etc.
- 11) All cost categories and assumptions should be explained and supported in an attached spreadsheets and/or narrative files.
- 12) Labor hours and expense costs are to be broken out by program year. Program year 1 is a partial year, beginning at the time of contract execution (assumed to be September 1, 2010) and running through May 11, 2011. Subsequent program years run May 12 through May 11.

Instructions for fixed cost budgets

- 1) Fixed costs are costs that are not impacted by the number of individual task-units performed (e.g., travel, materials, management labor, etc.)
- 2) Bidders enter appropriate titles for each labor and expense category under the heading **Labor/Expense Role** (e.g., staff titles, staff names, expense categories)
- 3) Labor fixed costs are calculated from bidder inputs for hours per labor category multiplied by hourly rate. The template automatically generates total costs for each labor category.
- 4) In the blue-shaded cells to the right of each labor category, under the heading **Labor Hours** enter the number of hours required for start up, program year 1, program year 2 and program year 3 by labor category.
- 5) In the blue-shaded cells, under the heading **Labor Cost**, enter fully-burdened hourly rate by labor category (column D).
- 6) In the blue-shaded cells under **Expense Costs**, enter expense categories for each task area (e.g., travel, materials, etc.)
- 7) To the right of expense categories, enter fixed/hard costs for expenses in startup, program year 1, program year 2 and program year 3. Details of expenses should be provided below the table or in another spreadsheet and explained in the proposal.