

**Attachment F
Cost Proposal Form**

7.6.1

Proposers shall use this form to propose rates and fees on a per-employee-per-month basis for the services set forth in this RFP in the format described below. Cost proposals must include the following:

7.6.1.1

Per-employee-per-month basis for services included in the basic plan:

Table 1: Monthly Rates for Base Services during the Initial Term

<i>Number of Covered Employees</i>	<i>Rate per Covered Employee Per Month</i>
500 – 2,500	
2,501 – 5,000	
5,001 – 10,000	
10,001 +	

Table 2: Monthly Rates for Base Services during any Subsequent Term

<i>Number of Covered Employees</i>	<i>Rate per Covered Employee Per Month for First Option Term</i>	<i>Rate per Covered Employee Per Month for Second Option Term</i>	<i>Rate per Covered Employee Per Month for Third Option Term</i>	<i>Rate per Covered Employee Per Month for Fourth Option Term</i>
500 – 2,500				
2,501 – 5,000				
5,001 – 10,000				
10,001 +				

7.6.1.2

Detailed charges for expanded outreach available to employees to provide an additional level of service to cover special circumstances as needed. Fully explain and justify all budget line items in a narrative entitled “Budget Justification”.

7.6.1.3

A firm fixed fee for development of customized, financial, emotional, or wellness training materials that the AOC will own. Fully explain and justify all budget line items in a narrative entitled “Budget Justification”.

7.6.1.4

A firm fixed fee per delivery of one AOC-approved training course, as described in 7.3.3.17 and 7.3.3.18. All items in 7.3.3.17 and 7.3.3.18 are to be included in the “per delivery” price without any additional charges. Fully explain and justify all budget line items in a narrative entitled “Budget Justification”.

7.6.1.6

For evaluation purposes only, provide three separate mock sample itinerary/travel plans with a not-to exceed amounts for the travel expenses for the delivery of one training course to each of the three courts within a single week. Base your travel expenses on the travel reimbursement provisions in Attachment B. Please ensure that your response is consistent with the format outlined in the Request for Proposal.