

## APPENDIX C: BUDGET PROPOSAL 3.1 (8)

1. Responders must submit a Budget Proposal. The rate(s) identified in the Budget Proposal must include all costs, including but not limited to travel expenses, mass mailings, fees, commissions, compensation, indirect costs, equipment, supplies, and other charges.
2. Identify the level of STATE's participation in the contract and details of cost allowances for this participation. STATE does not make regular payments based solely upon the passage of time; it only pays for services performed or work delivered after it is accomplished.
3. Submit the Budget Proposal as a separate document(s) from your technical response for all copies of the Proposal. Do not include any cost information in the Technical Proposal part of the response.

### SAMPLE COST PROPOSAL – [DELIVERABLES-BASED APPROACH]

Responder must complete the chart below for each identified deliverable. STATE reserves the right to negotiate additional tasks within the scope of the RFP.

Task #	Deliverable Description	Total Cost for Completion of Deliverable
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
	<b>Totals</b>	<b>\$</b>

Provide a list of all personnel expected to perform work of your Proposal in the chart below. Include the hourly rate and job title for each individual.

Name	Job Title	Maximum Hourly Rate

**[SAMPLE BUDGET PROPOSAL– TIME AND MATERIALS]**

The Budget Proposal must itemize all job titles that could reasonably be anticipated to participate in the services being offered by the Responder in their Proposal. For each job title, include a detailed description of what work falls under the parameters of the job title and provide the corresponding maximum hourly rate for that job title. Responders must fill in the table below.

<b>Job Title</b>	<b>Detailed Description of Work</b>	<b>Maximum Hourly Rate</b>	<b>Other Costs</b>
		\$ _____	

**TOTAL COST: \$**\_\_\_\_\_