

## **PRICE PROPOSAL FORM INSTRUCTIONS**

Proposers are instructed to offer a maximum, not-to-exceed (NTE) rate for each title. The rate must be inclusive of all costs associated with the performance of work (for example, overhead, administrative fees, etc.). There will be no separate budget lines or payments for expenses other than the items of cost listed here.

Proposers must also attach their rate card, or a comprehensive list of the maximum hourly rates paid to personnel performing these functions. These rates will be provided for informational purposes only. DOHMH will only pay the contractor based on deliverables.

The contract that results from this solicitation will be a requirements contract. There is no minimum guaranteed quantity of work. The quantities estimated here are estimates for evaluation purposes only. The actual quantities may be more or less, depending upon the needs of DOHMH.

<b>PRICE PROPOSAL FORM</b>				
<b>Item #</b>	<b>Title / Description</b>	<b>A</b>	<b>B</b>	<b>Extension Total (\$) (A x B)</b>
		<b>Quantity for Evaluation Purposes (Hours)</b>	<b>Proposed Not-To-Exceed Hourly Rate (\$)</b>	
<b>Labor Rates for Staff*</b>				
1				
2				
3				
4				
5				
6				
7				
8				
Subtotal: Labor Rates				
<b>Software/Tools/Supplies</b>	<b>Title / Description</b>	<b>Quantity for Evaluation Purposes</b>	<b>Estimated Cost</b>	<b>Extension Total (A x B)</b>
9			\$	\$
<b>Subcontracting Mark-up</b>	<b>Title / Description</b>	<b>Quantity for Evaluation Purposes (\$)</b>	<b>Percent Mark-up (%)</b>	<b>Extension Total (A x (1+B))</b>
10		\$		\$
Subtotal: Other Expenses (Software/Tools + Subcontracting Mark-up)				
<b>TOTAL (Labor Rates + Other Expenses)</b>				
<p>*Note: For any unit item title rate listed above for which subcontracting is required, the Proposer will indicate the applicable rate in the appropriate unit item as well as include the applicable mark-up in unit item 10. The Proposer shall identify separately any unit item title rate that is to be subcontracted.</p>				