FORM 1: COST PROPOSAL

**Please submit an electronic version, as part of your proposal, to the addressee noted in Section 3.5 (Submission of a Complete Three-Part Proposal).**

The Cost Proposal is an integral component of a Proposer’s three-part submission. Proposers should take particular care to ensure the Cost Proposal is completed fully and in complete accordance with the instructions. Proposers are advised to submit questions about or requests for clarification of the Cost Proposal by **August 14, 2024, by 12:00 PM ET**, the due date for submission of Proposer Inquiries.

**The Cost Proposal Form must be completed in its entirety according to the following instructions:**

* **The Cost Proposal Form must include the not-to-exceed hourly rate for each title/position required to provide the services described in Section 1.2 of the RFP.** Proposers are required to use the titles provided, even if these titles are not consistent with the Proposer’s existing titles. Please specify each proposed consultant’s name next to the following titles provided on the Form: Solution Architect, Solution Specialist, Senior Functional Analyst and Senior Technical Analyst. Consistent with Section 3.1 of this RFP, Proposers do not have to name consultants as part of their Proposal for the following titles/positions: Functional Analyst and Technical Analyst.
* Hourly fees must include any reproduction, travel, postage or other expenses related to these services.
* The Cost Proposal must include an hourly rate (U.S. dollars) for each title described below and each Contract Year listed in Form 1. Do not leave blanks or enter a zero dollar amount for any rate. Do not fail to provide a rate for each title.
* The cost proposal must include only one rate for each title in each Contract Year.
* The Cost Proposal Form should be signed by the individual who signs the proposal Form 2: Proposer Information and Attestation page (an individual authorized to bind the bidding Firm contractually).
* Payments to the selected Proposer will only be made for actual hours worked, and will not exceed the proposed hourly rate.
* The State will compensate the successful Contractor following submission of an approvable invoice, as further described in RFP Section 3.2.

**FORM 1:**

**Request for Proposals: Oracle PeopleSoft Financials Advisory and Implementation Services**

**Cost Proposal Form**

|  |  |
| --- | --- |
| **Firm Name**: |  |

**Fee Schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Hourly Rate(s)** | | | | | | |
| **Name** | **Title** | **Contract**  **Year 1**  **2025-26** | **Contract**  **Year 2**  **2026-27** | **Contract**  **Year 3**  **2027-28** | **Contract**  **Year 4**  **2028-29** | **Contract**  **Year 5**  **2029-30** |
|  | Solution Architect |  |  |  |  |  |
|  | Solution Specialist |  |  |  |  |  |
|  | Senior Functional Analyst |  |  |  |  |  |
|  | Senior Technical Analyst |  |  |  |  |  |
|  | Functional Analyst |  |  |  |  |  |
|  | Technical Analyst |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Authorized Signatory for the Firm** |  | **Name (print or type)** |
|  |  |  |
| **Title** |  | **Date** |