

ATTACHMENT C: COST DETAIL

Responders must submit Attachment C “Cost Detail” form as their Cost Proposal. The hourly rate(s) identified in the Cost Proposal must include all costs, including but not limited to: travel expenses, mass mailings, fees, commissions, compensation, indirect costs, equipment, supplies, and other charges.

Identify the level of the State’s participation in the contract and details of cost allowances for this participation. The 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.

Submit the Attachment C: Cost Detail 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. The Proposal must be open for acceptance until a contract is executed, the Solicitation is cancelled, or 180 days after the due date and time of the Solicitation, whichever comes first.

The cost proposal must itemize all job titles that could reasonably be anticipated to participate in the services being offered by the responder to the State for this solicitation.

1. For each job title, include a description of what work falls under the parameters of the job title and provide the corresponding maximum hourly rate for that job title. In Column D, please note the estimated number of hours anticipated to be carried out by each listed Job Title to be assigned to this project. Responders must fill in the table below and provide a deliverables-based cost proposal for most activities described in the RFP, including the virtual presentation, review and written feedback on 125 applications from potential subgrantees, participation in meetings with MDH grant managers to discuss applications as needed, and providing recommendations about MDH’s monitoring of HIT-related activities
2. In addition to the proposed deliverables-based cost, respondents should propose an hourly rate(s) for staff available to provide MDH advisory services on an ad hoc basis (being available to help troubleshoot subgrantee implementation challenges and conducting limited research at MDH’s request). This portion of the cost proposal will not be used as part of the scoring, but will be considered as part of the contracting process.
3. Below the table, the cost proposal should include a breakdown of what is included in the hourly rates (fringe, indirect, salary, equipment and supplies). This portion of the cost proposal will not be used as part of the scoring, but will be considered as part of the contracting process.

(A) Job Title	(B) Description of this position's role in this work	(C) Maximum Hourly Rate	(D) Estimated Number of Hours
		\$	
Total Deliverable-Based Cost			
Staff Available for Ad Hoc Requests	Description of this position's role in this work	Maximum Hourly Rate	N/A for Ad Hoc Requests