**Attachment C2 – Cost Narrative**

Proposer is instructed to complete and submit the Price Proposal under separate cover as identified herein. Proposer to use the following sub-header format as provided below.

1. PART I: COST WORKSHEETS

Proposer to submit and complete the Cost Worksheets as contained in **Attachment C1.** Proposers shall not modify the worksheets in any way. The County understands that there will be potentially three primary types of costs associated with procuring a new system: software licensing, implementation services, and annual subscription costs.

The below statements are provided to further guide the Proposer on how to fill out the cost worksheets.

* 1. **Software Licensing Cost:** Software license costs include all costs related to licensing the software application and include third-party software license fees, where applicable. In presenting software license fees, the Proposer shall:
* Explain all factors that could affect licensing fees in the Vendor Notes field of **Attachment C1.**
* To the extent possible, the Proposer shall show any applicable discounts separately from the prices for products and Services.
* The County requests that the Proposer provide separate prices for each functional area/module in the proposed solution.
	1. **Implementation Services Cost:** Implementation service costs typically include all costs related to professional services (including general implementation, project management, configuration, and other professional services), data conversion, customization, and training. It is important to note the following:
* In the event the product or service is provided at no additional cost, the item should be noted as "No charge.”
* In the event the product or service is not being included in the Proposal, the item should be noted as "No bid.”
* Proposer shall make clear the basis of calculation for all fees and costs.
* All estimated travel expenses and related out-of-pocket costs must be included as a separate line item in **Attachment C1** on a not-to-exceed basis. The County shall not be liable for additional travel costs or out-of-pocket costs incurred for any reason outside the County’s control. Travel expenses will be paid as incurred on a monthly basis.
	1. **Ongoing Software Subscription Cost:** Ongoing software subscription costs include the annual payments for access to the software, hosting costs, backup costs, and potentially disaster recovery provisions. The County expects to pre-negotiate any rates of increase in these costs in the first 10 years.
1. PART II: TRAVEL AND EXPENSE EXHIBIT

Proposer to submit a travel and expense policy that will apply for the duration of the Project up to final payment and for the future as it relates to any renewal terms. The County requests that vendors traveling to perform onsite services stay in lodging accommodations within County limits.

Confirm Exhibit attached in Price Proposal

1. PART III: PAYMENT AND RETAINAGE TERMS

Proposer to submit a brief statement of agreement with the payment and retainage terms identified herein for each Cost Worksheet submitted. If a Proposer does not agree with all items, a description should be provided for those items for which an exception is taken.

Proposer confirms that the RFP proposal is submitted in compliance with the payment and retainage terms provided below.

Brief Statement:

The County requests that the following Payment and Retainage Terms be utilized for the County’s Project:

1. **Software Licensing:** Use of an acceptance-based payment schedule for software licensing.
2. Potential milestones including system deployment, Phase Kickoff, Initial Module/System Configuration, Approval of Phase Go-Live, and Acceptance of System. The County expects that licensing for any software modules will not be payable until the associated project phase for that module begins. For example, if Module X were a part of a potential Phase II to the project, the County would expect to have payment milestones for Module X begin with the phase kickoff for Phase II.
3. *Proposer shall fully describe their proposed milestone-based payment schedule for software licensing as part of their Price Proposal.*

Brief Statement:

1. **Implementation Services Cost:** Implementation service costs typically include all costs related to implementation, configuration, data conversion, customization, and training.
2. The County requests that services be invoiced on a deliverable, phased, or milestone basis.
3. The County requests that twenty percent (20%) of each invoice for the implementation service costs will be retained (as a “holdback”) until successful completion, and the County’s written acceptance, of the Project.

Brief Statement:

1. **Ongoing Software Subscription Cost:** Ongoing software subscription costs include the annual payments for access to the software, hosting costs, backup costs, and potentially disaster recovery provisions.
	1. The County expects that subscription costs for software modules will not be payable until the associated project phase for that module begins. For example, if two phases are proposed with applicant tracking in phase 2, the County would expect to have payment for the learning management module begin with the phase kickoff for Phase II.
	2. The County expects that subscription costs will include a “ramp up” in the first 1-2 years of the resulting contract term to account for the County not having meaningful use of the software until the implementation process is complete, and in recognition of the need for the County to continue paying maintenance for the legacy system(s) during the implementation process of a new system.
	3. In the event the vendor is at fault for project delays, including due to delays in provisioning the necessary databases/environments for the County, delays caused to staff turnover/unavailability or project backlogs, the County expects that equitable credits for the annual subscription fees will be offered or otherwise not charged to the County.
	4. The County expects to pre-negotiate any rates of increase in these costs in the first 10 years. **The County requests that annual subscription costs will not increase in the first five (5) years upon go-live operation, and will increase by no more than 3% annually thereafter**

Brief Statement:

1. NARRATIVE DESCRIPTION OF PRICE PROPOSAL

Proposers are encouraged to include a narrative description of the proposed costs, including, at a minimum the following;

1. Any optional services/offerings for professional services

Brief Statement:

1. Any discounts that have been offered

Brief Statement:

1. Any additional service offerings that may be out of scope, but may be available on an optional basis to serve to shift some of the implementation work effort from the County to the vendor during implementation.

Statement:

1. Any projected or anticipated cost savings or cost avoidance considerations related to the proposed software and services (savings in County staff time, savings in ongoing hardware acquisition/maintenance costs, etc.)

Statement:

1. A description of any future upgrade costs, including upgrades to hardware, software, and related professional services costs (such as training, configuration, and other anticipated services costs related to upgrades in the future)

Statement:

1. A description of the estimated travel costs, including the number of trips, average duration of trips and number of staff included per trip, average cost per trip, and whether seasonality in pricing has been considered in the travel estimate.

Statement:

1. A description of available options for time clock hardware, including associated pricing.

Statement:

1. Other topics or statements related to the price proposal that the Proposer feels will help the County better understand the pricing structure or key differentiators for the proposed products and services.

Statement:

1. How has your cost proposal factored in any assumptions or unknowns about building an integration with a potential future budget planning and financial management system selected by the County through a later RFP process that may occur in 2023?

Statement:

1. STANDARD QUOTE FORMAT

Proposer to include at the end of Attachment C2, as supporting documentation aligning with the total costs proposed within Attachment C1, a copy of any relevant quote/order form using the Proposer’s standard format.