

## Fee Proposal Instructions - Cost Reimbursable

The Proposer shall provide a Fee Proposal identifying the cost of providing the services described in the Project Approach Plan. The Proposer shall ensure there is consistency between the Project Approach Plan and the Fee Proposal. **All costs must be allowable under 2 CFR 200** <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/context>

The Fee Proposal shall identify costs and be supported by a narrative that describes how the fee was developed and what it includes. The Fee Proposal shall be presented as 2 parts. The Fee Proposal template identifying costs shall be completed to show the total by category and total for the entire project. The Narrative template shall be completed to provide a description of the items included in each Fee Proposal line. The items shown below are examples only; Proposers are not limited to the items below, nor are all items required. The Fee Proposal shown below is a sample; Proposers are not bound or limited to the items below.

### Fee Proposal

Personnel – this category shall include all anticipated salary and benefits costs for providing the services for the duration of the initial contract period. Some examples of Personnel expenses are:

Salaries	Salary cost
Benefits	Benefits, as offered, to include medical, dental, vision, health, life, LTD, retirement, FICA, unemployment, workers' compensation, and any other benefits the Contractor will offer to their employees.

Operating – this category shall include all anticipated costs to operate the program, excluding salary and benefit costs, for providing the services for the duration of the initial contract period. Some *examples* of Operating expenses are:

Equipment	Costs for leased or purchased items, such as computers, printers, copiers, and other general equipment.
Mileage	Mileage paid for use of personal vehicles to attend required training, seminars, meetings, etc.
Supplies	Consumable items such as office supplies, printing, etc.
Travel/Training	Includes costs incurred to attend required training, seminars, meetings such as airfare, parking fees, seminar fees, and meals associated with travel (excluding mileage).
Utilities	Costs incurred for provision of cellphones, landline phones, data plans, etc.
Other (list)	All other costs anticipated with the delivery of services.

## G&A

A general and administrative expense (G&A) refers to expenditures related to the operation of a business that are not included above, such as depreciation, insurance, other operating costs that are indirect to the services provided. Indirect rates are capped at 10% on the contract amount unless the Proposer has an approved indirect cost (IDC) rate from a Federal Government Agency. If the Proposer has an approved IDC, and is requesting G&A at higher than 10%, the Proposer shall include documentation approving the rate, for consideration by the Department.

## Fee Proposal Format

### Personnel

<b>Cost Category (200.xxx)</b>	<b>2 CFR 200 Cost Code</b>	<b>Item Description</b>	<b>Amount</b>
		<b>Sub Total</b>	<b>\$</b>

### Operating

<b>Cost Category (200.xxx)</b>	<b>2 CFR 200 Cost Code</b>	<b>Item Description</b>	<b>Amount</b>
		<b>Sub Total</b>	<b>\$</b>

### Other

<b>Cost Category (200.xxx)</b>	<b>2 CFR 200 Cost Code</b>	<b>Item Description</b>	<b>Amount</b>
		<b>Sub Total</b>	<b>\$</b>
		<b>Fee Proposal Total</b>	<b>\$</b>

## **Narrative to fee proposal**

For each item identified above, Proposer shall provide a description and detail of each item considered to arrive at the final cost. Items not included herein shall not be reimbursed under the contract.

*Examples:*

### Personnel

Salaries: List number of personnel, with job title

Benefits: List benefits provided by the Proposer that will be offered to personnel under this contract, as applicable

### Operating

Equipment: List types of items, to include number of units, as applicable

Mileage: List amount per mile and maximum number of units, as applicable

Supplies: List all anticipated supply costs and categories, such as office supplies, printing and so forth, as applicable

Telecommunications: List number and type of devices, purchased or leased in regard to communications, and costs to include data and voice coverage, and any other charges as applicable.

Travel/Training: List any anticipated training that may be necessary for the provision of the services of this contract

Utilities/CAM: List of anticipated utilities and common area maintenance costs, as applicable

Other: Provide a description and category for items as identified above. An explanation as to why these items are necessary to provide services under this contract is required.

### Other

If the Proposer has an approved Indirect Cost Rate (IDC), and is requesting G&A at higher than 10%, the Proposer shall include documentation approving the rate, for consideration by the Department. For Proposers without an approved rate, the maximum indirect cost rate that can be approved is 10% of the contract amount.