



Form D: Fee Proposal

RFB #: 8504-0-2016-BP

This form must be returned with your response.

Prepare the following fee proposal as all-inclusive, not-to-exceed and with fixed fees:

- All-inclusive – Covers all direct and indirect necessary expenses including but not limited to; travel, telephone, copying, and other out-of-pocket expenses. Expenses are to be estimated at a rate not to exceed the GSA federal per diem rate, applicable for Madison, WI as shown on this website: <http://www.gsa.gov/portal/category/100120>.
- Not To Exceed – The actual fees shall not exceed the amount specified in fee proposal.
- Fixed Fee – All prices, rates, fees and conditions outlined in the proposal shall remain fixed and valid for the entire length of the contract and any/all renewals.

1a) Please provide total costs for each component or phase of the project as shown in the following chart. Use additional lines for other components of work not listed here, if necessary:

Component / Phase of Work: (corresponding RFP section is provided where applicable)	Cost (inclusive of all expenses)
Research & Data Gathering (RFP sec. 2.5.2)	\$
Interviews/Meetings/Forums/Focus Groups with Madison Police Department employees (Sec. 2.5.2)	\$
Interviews/Meetings/Forums/Focus Groups with City employees other than police; and City officials (Sec. 2.5.2)	\$
Interviews / Engagement with the Public (Sec. 2.5.3.2. and elsewhere as needed)	\$
Analysis & Report Writing (Sec. 2.5.2 and 2.5.4.)	\$
Presentations (2.5.4.3 and elsewhere as needed)	\$
Other: list:	
Total Project Cost:	\$

1b) Provide a **descriptive budget narrative** to explain how you arrived at the cost for each component listed in item 1 and the total project cost. Attach additional sheets if needed.

2) Please list each individual expected to work on this project by name (if known), and the number of hours you anticipate that person working. Please include all team members anticipated to work on this project, as well as any subcontractors. Provide the total number of hours expected to complete the entire project. If more space is needed, please use a separate sheet.

Position / Title	Name (if known)	Total Number of Hours Anticipated	Hourly Rate
			\$

COMPANY NAME