



Form D: Cost Proposal

RFP #: 12022-0-2023-BP Human Resource & Learning Management System Advisory and Implementation Services

This form must be returned with your response.

Prepare the fee proposal as all inclusive, not-to-exceed, 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.
- 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.

Any pricing increases or additions must be agreed upon in writing by both parties.

Part 1

Please submit a price based on each objective/milestone/phase listed below. Feel free to add any additional costs on the blank lines, or attach a separate sheet of paper.

Milestone	Total Milestone Cost	Anticipated Hours
Phase 1:		
1) Software Needs Assessment and Process Analysis	\$ 59,738	268
2) Draft RFP to procure Human Resource Management Software	\$ 22,047	91
3) Evaluation and Selection of best value solution to City of Madison	\$ 58,254	245
Phase 2:		
4) Software Implementation	\$ 93,362	310
5) Facilitation of System Adoption & Change Management	\$ 111,720	336
6) System Documentation & Staff Training	\$ 0	0
General Project Costs:		
7) Travel	\$ 17,689 (5% of total SOW)	
8) Other Fees	\$	
9)	\$	
10)	\$	
Total	\$ 362,810	1250

Part 2

Please attach a list of positions and the hourly billing rate of anyone anticipated to work on this project. Include staff names if they are known. Use the below as a guide as to how it should be organized.

Employee Classification	Employee Name	Hourly Rate
Partner	Colleen Rozillis	\$455
Director	Brett Addis	\$392
Senior Manager	LeeAnn Stivers	\$332
Senior Manager	KC Fike	\$332
Manager	Magladlena Tucker	\$273
Senior	Morgan Mondello	\$206

COMPANY NAME