

Attachment 6: Cost Proposal Bid Form – Instructions

RFP 24-UIU-39

All Proposers must submit a fixed hourly rate for each specified title that will be utilized for the provision of services described in this RFP. Hourly rates must be inclusive of all costs not expressly specified to be reimbursable.

For the purposes of this proposal, use the following guidelines in assigning staff to one of the two levels listed below. Provide one hourly rate for each Staff Level, and list the titles within your organization as they relate to each Staff Level. Using the proposed hourly rate, compute the Total Cost of the proposal based on the Total Hours provided. Estimated hours are for proposal purposes only and are no guarantee of hours under this contract.

Level 1 Staff:

- Staff Types:** Principals, Project Leaders, Lead Consultants, or other staff with similar responsibilities.
- Experience:** These staff have extensive experience and knowledge of the subject areas listed and proposed from this RFP.
- General Duties:** Project oversight, management of Contractor’s team, liaison with UIU, and stakeholder relationships.

Level 2 Staff:

- Staff Types:** Analysts, Consulting Assistants, or other staff with similar responsibilities.
- Experience:** These staff are entry level professionals. They work under direct supervision of Level 1 staff.
- General Duties:** Technical support and data manipulation, but not necessarily drawing conclusions or making recommendations.

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2.1.1.a (Planning and Resource Adequacy)

RFP 24-UIU-39

Year 1- Budget Line				
	Proposed Hourly Rates Per Staff Level	Estimated # Hours of Contract*	Number of Staff Per Level	Total Bid
Level 1 Staff				\$
Level 2 Staff				\$
* Assume a total of 500 hours per year of contracted work.			TOTAL:	_____

List Titles Assigned to Each Level:

A. Level 1:

B. Level 2:

Estimated hours are for proposal purposes only and are no guarantee of hours under this contract.

Proposer's Name: _____

Representative: _____
Signature *Date*

Name: _____

Title: _____

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2.1.1.b (Energy, Capacity, Ancillary Markets and Demand Response)

RFP 24-UIU-39

Year 1- Budget Line				
	Proposed Hourly Rates Per Staff Level	Estimated # Hours of Contract*	Number of Staff Per Level	Total Bid
Level 1 Staff				\$
Level 2 Staff				\$
<i>* Assume a total of 2000 hours per year of contracted work.</i>			TOTAL:	_____

List Titles Assigned to Each Level:

A. Level 1:

B. Level 2:

Estimated hours are for proposal purposes only and are no guarantee of hours under this contract.

Proposer's Name: _____

Representative: _____
Signature *Date*

Name: _____

Title: _____