

ATTACHMENT B
COST PROPOSAL
RFP #20245 New York State Donate Life Registry
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The Bidder must submit a completed signed Attachment B- Cost Proposal. The bidder must use the Attachment B- Cost Proposal and shall comply with the format and content requirements as detailed in this document. Failure to comply with the format and content requirements may result in disqualification. A Complete Cost Proposal consists of a signed Cost Proposal containing a single bid price per unit for each Deliverable listed below based on the instructions contained in this attachment. Incomplete Cost Proposals, that do not include pricing for all deliverables will be disqualified.

The cost/unit pricing shall cover all costs as outlined on the bid price page(s) herein. All pricing submitted pursuant to this Request for Proposal (RFP) shall include all direct and indirect (physical and administrative) costs for the performance of services; including, but not necessarily limited to, all administrative, reporting or other requirements (such as current/future minimum wage levels, benefits, etc. set by law); overhead, fees, taxes, travel, profit and any other ancillary fees and costs including permits, licenses, insurance, etc.; and services not explicitly stated in the RFP, but necessarily attendant thereto as and as applicable to the associated item for which the rate is being quoted.

Quoted values should be expressed in decimals, not to exceed two places for each item quoted. All green highlighted fields must be completed.

Bidder's Organization Name _____

Bidders must provide an all-inclusive price for the Registry Requirements and Functionality as well as Website Requirements and Functionality for each year of the contract. In total the bidder would be submitting ten prices. The all-inclusive prices must include all transition; enhancement; data-entry , receipt, retrieval, <u>import</u> and storage of electronic records; information technology; and security requirements included in this RFP.					
Deliverable	Cost				
	Year 1	Year 2	Year 3	Year 4	Year 5
Registry Requirements and Functionality					
Website Requirements and Functionality					

Continued next page.

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Bidder's Organization Name _____

Deliverable		Cost				
		Year 1	Year 2	Year 3	Year 4	Year 5
Administration and Operational Support	Staff and Administrative User Training and Oversight					
	Data Entry, Receipt, <u>Import</u> , Retrieval and Record Storage of Paper Records.					
	Development, maintenance, and implementation of Required Documentation					
	Development and Implementation of Workplans, Quality Assurance Plan, Performance Improvement Plan, Test Plans and Testing					
	Customer Service					
	Promotion of Registry and Registry Partnerships					
	Reporting					

By signing this Cost Proposal, bidder attests that the following information is true and accurate to the best of my knowledge and that the Bidder organization(s) agrees to abide by the terms of the approved proposal and is fully able and willing to carry out the deliverable contained herein.

A price **MUST** be submitted for all of the above deliverable categories (highlighted in green). Cost Proposals that do not include a price for each category will be disqualified.

By signing this Cost Proposal Form, bidder agrees that the prices above are binding for 365 days from the proposal due date.

Date	
Authorized Signature	
Print Name	
Title	