

INSTRUCTIONS FOR PREPARATION OF BREAKDOWN OF FINANCIAL PROPOSAL

- A. This form is a standardized document which the proposer must submit in connection with all contracts for services.
- B. Where a particular cost element is not appropriate for the proposed contract, please indicate "Not Applicable" or "NA" on the form.
- C. In addition to the cost breakdown on this form, the proposer, in good faith, should submit with this form any additional data, supporting schedules and substantiation which are reasonably necessary for the conduct of an appropriate review of the proposed contract costs. Failure to furnish the information requested on this form may render this proposal non-responsive.
- D. If a cost is included in a particular item, do not duplicate the cost or any portion thereof in another item on the form.
- E. Explanation and supplementary instructions for use of the cost analysis form by item.

1. Professional Services

State the total labor cost to be charged for professional services to be rendered.

2. Equipment, Materials and Supplies

If equipment is part of the requirements, provide detailed specification of equipment, materials, and supplies (in each category) which will be purchased for use under the contract and the unit and total prices.

3. Subcontracts

Indicate the type of work which will be subcontracted, if any, and whom you intend to subcontract with. Indicate the name of subcontractors and provide a detailed cost breakdown per each sub-contract.

4. Grand Total and Sub-totals

State the Sub-totals for each cost group and the total of all costs you propose to accomplish the contract.

5. Monthly/Annual recurring costs

Clearly state all expected recurring costs e.g., Software as a Service, cellular, equipment monitoring, etc.

6. Discounts

Indicate separately discounts, if any, which you may grant to OU and the terms of such discounts.

7. Recommendations

Indicate any recommended deviations, additions, or alterations to the original scope.
State the recommendation, justification, ramification of not heeding the recommendation, and cost.

BREAKDOWN OF THE OFFERED PRICE

1. Professional Services

Specify cost for services to be rendered.

Sub-total 1:

2. Equipment, Materials & Supplies

Specify unit price for each Equipment, Material, and Supply Item.

Sub-total 2:

3. Subcontracts

Provide breakdown of price of each sub-contract.

Sub-total 3:

4. Grand Total Items 1-3 Contract Price

All subtotal line items and grand total.

5. Recurring Costs

Specify all recurring costs, if applicable.

6. Discount (if granted)

Terms of discount, if applicable.

7. Recommended additions or alterations to the original scope.

Clearly state your recommendation, justification, and associated cost.