

ATTACHMENT A-2

Allowable Budget Categories and Instructions for Completing Attachments A and A.1

Offerors must complete the Line Item Budget Worksheet (Attachment A.1), which is a chart of accounts required when submitting a Proposal. In addition to completing Attachment A.1, a Budget Narrative must be provided that justifies each line item requested for each annual period listed on Attachment A.1. Include in the Narrative all methodologies and formulas used to arrive at requested dollar amounts. All dollar amounts should be in whole numbers.

.01 Salaries:

In the Budget Narrative list each position by title that the Offeror proposes to work on this project. Include the percentage of time and the annual salary. The amount requested may be reduced by the time a position or positions are expected to be vacant due to staff turnover or hiring if a new position. Please note that individual resumes and job descriptions are required for each position listed as specified in Section 4.3 D (Personnel) of the RFP.

The total amount requested for Salaries for each annual period is inserted in row .01 on Attachment A.1.

.02 Fringe Benefits:

In the Budget Narrative include all fringe benefits provided to staff assigned to work on this project (FICA, Insurance, Workmen's Compensation, etc.). Include the percentage at which fringe benefits are applied.

The total amount requested for Fringe Benefits for each annual period is inserted in row .02 on Attachment A.1.

.03 Technical and Special Fees:

- a. Consultant - for each consultant, describe in the Budget Narrative the type of service to be provided, number of hours of service, and price per hour.
- b. Temporary Help - for each temporary position, indicate in the Budget Narrative the type of work to be provided, why this work cannot be performed by existing staff, the number of days or weeks to be worked, and the daily or weekly rate of pay.
- c. Other Professional Services – identify the type of service provided and price.

The total amount requested for Technical and Special Fees for each annual period is inserted in row .03 on Attachment A.1.

.04 Communications:

- a. Telephone and Fax – List the number of lines and average monthly rate per line.
- b. Postage - Indicate how this was calculated in the Budget Narrative.

The total amount requested for Communications for each annual period is inserted in row .04 on Attachment A.1.

.05 Travel:

In-State Travel – Include in the Budget Narrative the approximate number of miles to be traveled, parking, tolls, etc. for staff conducting State business. Mileage will be reimbursed at the State’s reimbursement rate of \$.585 per mile.

The total amount requested for Travel for each annual period is inserted in row .05 on Attachment A.1.

.06 Contractual Services

The total amount requested for fringe benefits for each annual period is inserted in row .06 on Attachment A.1.

.07 Supplies and Materials:

- a. Office Supplies and Materials– Purchase of office supplies and materials for daily use for program operations.
- b. Other (Identify) and provide the individual price, quantity and total price along with justification.

The total amount requested for Supplies and Materials for each annual period is inserted in row .07 on Attachment A.1.

.08 Equipment Purchases:

- Office – Each item must be listed with the individual price, quantity and total price, along with justification.
- Other (identify) and provide the same as a. above.

The total amount requested for Equipment Purchases for each annual period is inserted in row .08 on Attachment A.1.

.09 Fixed Charges:

- a. Insurance - Specify policies held and cost of each in Budget Narrative. Do not include health insurance or workmen's compensation. This should be included under .01 Salaries and Fringe Benefits. Indicate how the portion to be charged to DHR was calculated.
- b. Other (Identify)

The total amount requested for Fixed Charges for each annual period is inserted in row .09 on Attachment A.1.

.10 Other:

List the price for all other items not listed above and any indirect costs. For Rent - Indicate the monthly rent for each program site in the Budget Narrative. Indicate how the portion to be charged to DHR was calculated

The total amount requested for Other for each annual period is inserted in row .10 on Attachment A.1.

.11 Total Annual Price and Grand Total Price:

Provide on this line the sum total price of each Budget Category for each Year and the Grand Total Price for all Years.

Transfer each Total Annual Price and Grand Total Price to Attachment A, Column B on each corresponding row listed in Column A. The Grand Total Price (sum Total of all Years) will be used to rank each Offeror's Financial Proposal (see RFP Sections 4.4 and 5.6).