Company Name: _____   **Date:**_____

INSTRUCTIONS

- The College goal is to thoroughly anticipate all expenses and the Total Cost of Ownership for the 1-year initial term of this project. This preparation will reduce the possibility of funding gaps and delays associated with approval processes. If you believe there are critical cost elements missing from this Cost Proposal Form, please submit during the Questions & Answers period, including sufficient justification/explanation. See Solicitation Schedule of the Main RFP Document for additional detail regarding the Procedure for Submitting Questions and
- As noted in the Scope of Services and Requirements, all pricing should reflect unlimited patron and Library administrator and user accounts and access.
- The College will hold back a 20% retainer on each Implementation deliverable pending Final Acceptance.
- RFP Cost weighting will be determined by the Total Base Bid.
- Technical Support costs shall include unlimited incidents. See Attachment 9 for more information regarding Technical Support requirements.
- Any quantities specified herein are estimates and are subject to change at the College's sole discretion. Any variations from these estimated quantities shall not entitle the Proposer to an adjustment in unit pricing or rates.
- Prices shall be fixed for the initial term of the contract.
- In the event of a calculation error on this Cost Proposal Form, non-calculated values shall prevail. The College will re-calculate a corrected totals as required.
- Provide explanations or clarifications in the Additional Information columns.

I. SOFTWARE COSTS (INCLUDING SUBSCRIPTIONS, MAINTENANCE, AND SUPPORT)

	Year 1 (Initial Term)		Total	Additional Information
Subscriptions[1]				**Price this line item in its entirety.**
Other Required Software:[2] _____				
Other Required Software:[2] _____				
Other Required Software:[2] _____				
Other Required Software:[2] _____				
Other Required Software:[2] _____				
Technical Support				**Price this line item in its entirety or note as 'included' or 'provided at no additional cost' in this field.**
SOFTWARE TOTAL			**$0.00**	

II. IMPLEMENTATION SERVICES TOTAL

	Fixed Price Cost[4]	Additional Information
Project Kick-Off/Project Management/Project Implementation Plan		**Price this line item or note as 'included' or 'provided at no additional cost' in this field.**
System Design/Configuration/Implementation		**Price this line item or note as 'included' or 'provided at no additional cost' in this field.**
Training		**Price this line item or note as 'included' or 'provided at no additional cost' in this field.**
Testing		**Price this line item or note as 'included' or 'provided at no additional cost' in this field.**
Go-Live		**Price this line item or note as 'included' or 'provided at no additional cost' in this field.**
IMPLEMENTATION SERVICES TOTAL	**$0.00**	

TOTAL BASE BID (Initial 1-Year Term Cost of Ownership)	**$0.00**

OPTIONAL MODULES[5]

OPTIONAL MODULES[5]	One-Time Implementation Fee			Additional Information
Module Name: _____				
Module Name: _____				
Module Name: _____				
Module Name: _____				
Module Name: _____				
Module Name: _____				
Module Name: _____				

SUPPLEMENTAL SERVICES[6]

SUPPLEMENTAL SERVICES[6]	Year 1 Hourly Rates (Initial Term)	
Project Management		
Integration Services (API Development)		
Software/Web Development		
Database Development		
Training		
Custom Report Writing		
Other:_____		
Other:_____		
Other:_____		
Other:_____		
Other:_____		

[1] Subscription costs shall include yearly maintenance. Indicate in the Additional Information field the basis for which subscription fees are determined (e.g., based on population, card holders, fixed fee, etc.)

2 Indicate any additional software and associated costs required to meet the College's scope of requirements that are not currently included in this cost form and provide an explanation in the Additional Information column.

[3] See RFP and Scope of Services and Requirements for more information/specifications for these Services.

[4] Cost should be includsive of any required travel.

[5] List and provide pricing for any available related Optional Modules and provide an explanation of the Module functionality in the Additional Information column.

6 Provide hourly pricing in the event that the College requires additional services not currently specified in this RFP.