

## Attachment C - Cost Reply Instructions and Workbook

The Cost Reply must be submitted in a separate, sealed, clearly marked envelope within the Reply package, per instructions in ITN Section 3.4 – How to Submit a Reply.

Note: The Department will not reimburse any Respondent the cost of replying to this ITN.

The format and sections of the Cost Reply should conform to the tabbed structure and instructions outlined below. Label all Tabs as instructed. Adherence to this format is important in order to permit the efficient and effective evaluation of Replies. Failure to provide the information requested may result in a Reply being deemed non-responsive. Scoring of Cost Replies will use the Present Value of the Total Fixed Price Cost in cell D3 on the Deliverables tab. Provide the Cost Reply in the following format:

**Table C-1: Cost Reply Format**

Cost Reply Content	Reference Instructions (see list below)	Submit Under File Name
<b>Title Page</b>	<b>A</b>	Cost Reply Narrative - Respondent Name.docx
<b>Table of Contents</b>	<b>B</b>	
<b>Tab 1 - Cost Assumptions</b>	<b>C</b>	
<b>Tab 2 - Worksheet 1: Deliverables</b>	<b>D</b>	Cost Reply - Respondent Name.docx
<b>Tab 3 - Worksheet 2: Software</b>		
<b>Tab 4 - Worksheet 3: Technical Infrastructure</b>		
<b>Tab 5 - Worksheet 4: Customizations</b>		
<b>Tab 6 - Worksheet 5: Project Team Training</b>		
<b>Tab 7 - Worksheet 6: Labor Rates</b>		
<b>Tab 8 - Worksheet 7: Major Risks</b>		
<b>Tab 9 - Worksheet 8: Alternative Services</b>		

Note that the cost worksheets include columns with a fiscal year (FY) reference. The State of Florida’s fiscal year begins on July 1 of each year, so a column heading with FY18/19 means the period of time from July 1, 2018 through June 30, 2019. The number of columns available are intended to provide a standard response format. Only complete the columns needed for the proposed approach including any renewal period(s). The remainder of this section describes the content that is required in each of the sections of the Cost Reply. **Print each worksheet in the cost workbook and include in the proper tab in the Cost Reply.**

**A. Title Page** - Provide the following information on the Title Page of their Cost Reply:

- COST REPLY;
- ITN Title;
- ITN Number;
- Respondent’s Name;
- Business Address;
- Telephone Number;
- Fax Number;
- Name of Primary Contact Person; and
- Email Address.

I agree to abide by all conditions of this Reply and certify that the Reply is in compliance with all requirements of the ITN, including, but not limited to, certification requirements. The undersigned is authorized to legally bind the Respondent and is the same person who signed the Technical Reply Transmittal Letter.

RESPONDENT NAME: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE SIGNATURE: \_\_\_\_\_

SIGNATURE DATE: \_\_\_\_\_

**C. Tab 1 Cost Assumptions** - Provide any cost assumptions utilizing Table C-2 - Cost Assumptions below.

**Table C-2: Cost Assumptions**

Assumption Category	Assumptions
General	
Worksheet 1 - Deliverables	
Worksheet 2 - Software	
Worksheet 3 - Technical Infrastructure	
Worksheet 4 - Customizations	
Worksheet 5 - Project Team Training	
Worksheet 6 - Labor Rates	
Worksheet 7 - Major Risks	
Worksheet 8 - Alternative Services	

**D. Remaining Tabs** - Adhere to the instructions for each worksheet.

There are 9 worksheets in this workbook, including this one.

- Worksheets, other than this one and worksheet 1, Deliverables, have two Cost Reply sections – DDI Phase 1 and DDI Phase # (for each proposed phase beyond DDI Phase 1) – and each section has one or more tables into which Respondents are to enter their Replies.
- Respondents may add rows to the tables, but the Respondents will be responsible for making sure the totals and all other formulas in the modified tables are correct. This could be accomplished by copying and inserting rows to maintain formulas and references.
- Reference numbers (with a column heading of "Ref #") are required for most of the tables in the worksheets of this workbook. Include appropriate reference numbers from the Technical Reply as requested.
- Some of the tables in the worksheets require that total dollar amounts be allocated/spread to one or more time periods. It is the Respondent's responsibility to accurately allocate amounts.