

Attachment D: Price Proposal Background & Vendor Instructions

Introduction

Each respondent should complete the cost worksheets included within this Appendix.

Respondents are required to utilize the cost worksheets provided for their response to be considered. However, if supplemental information is deemed necessary, please include this information within the response to Section 8 of your proposal.

The cost worksheets in tabs 1a and 1b contain all initial and ongoing costs associated with the respondent's proposed solution. They contain a 5-year total cost estimate as a part of the worksheet.

A finalization of software and services is expected as a part of final contract negotiation or through a Best and Final Offer (BFO) process as specified within the RFP

While Ascension Parish has provided some structure in the worksheets for respondents to base their pricing assumptions, the Parish strongly encourages each respondent to refer to the RFP document and Requirements Appendices for additional information and statistics.

Definitions

Please consider the following definitions to detail the Parish's expectation for Cost Proposal details:

Software Cost Categories

Application / Module Costs (\$)

Include all costs for the associated application licensing based upon the software proposed.

Third Party Application Modules (\$)

Include all costs for the associated application licensing based upon the software proposed.

Database Software/Licensing (\$)

Include all costs for the associated database licensing based upon the software proposed.

Other (Please Specify)

Include all other software related costs included within your proposal. Please specify the details for any additional costs.

Software Maintenance & Support

Software Annual Maintenance Rate Percentage (%)

Include the software maintenance rate percentage (%) along with the basis for calculation of the maintenance support cost (e.g. is the % rate based upon list software cost, discounted software cost, etc.)

Software Maintenance and Support Cost (\$)

Include all software maintenance and support costs (for all proposed software) based upon the proposed maintenance and support plan recommended in your proposal

Other (Please Specify)

Include any other maintenance and support costs within your proposal. Please specify the details for any additional costs.

Professional Services

All Sections

The services pricing is expected to be consistent with the hours provided in Proposal Section 6.0 - Implementation Plan.

Further details provided in section 4.10 of the RFP.

Project Management

Include all costs related to project management services included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan.

Technical Architecture / Infrastructure Services

Include all costs of supporting the Parish's IT team in designing and developing the appropriate technical architecture and infrastructure for the network and hardware required by the solution to support recommendations provided in your proposal

System Installation

Include all costs of supporting the Parish's IT team in installing all software solutions proposed.

Training of Project Core Team

Include all costs related to project core team training included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative response

Analysis, Design, and Software Configuration

Include all costs related to process analysis, design, and software configuration services included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative

Interface Development

Include all costs related to interface development services included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative response

Modification / Customization Development

Include all costs related to modification/customization development services included within your proposal. The scope/hours, along with related cost should be reflective of the specific requirements coded as "MOD" within each of the corresponding Requirements Response appendices. It is the Parish's expectation that the costs provided for specific modifications/customizations in the Requirements Worksheet will reconcile with the total cost proposed in this section.

Data Conversion

Include all costs related to data conversion development services included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative response

Testing - Unit/System/User Acceptance/Etc.

Include all costs related to process/system testing included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative response

Change Management

Include all costs related to change management services included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative response

End-User Training

Include all costs related to project core team training included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative response

Post Go-Live Support / Optimization

Include all costs related to project core team training included within your proposal. The scope/hours, along with related cost should be reflective of the approach described in the project workplan and your narrative response

Project Expenses (Travel, etc.)

Include all estimated/proposed expenses for the project, subject to the Parish's procurement guidelines

Other (Please Specify)

Include any other maintenance and support costs within your proposal. Please specify the details for any additional costs.

Tab: 1a) Base Cost

Each respondent must include the price of all software, software maintenance, and professional services used in their response to satisfy the base requirements in this RFP.

Software Costs

Please include all software costs to support the requirements of this section in the categories provided.

Total the section and include entries (as appropriate) for each of the columns.

Software Maintenance and Support Costs

Please include the software maintenance rate percentage (%) along with the basis for calculation of the maintenance support cost (e.g. is the % rate based upon list software cost, discounted software cost, etc.)

Please include all software maintenance and support costs (for all proposed software) based upon the proposed maintenance and support plan in the categories provided.

Total the section and include entries (as appropriate) for each of the columns.

Professional Services

Please include all professional services to support the requirements of this section in the categories provided (see additional notes above in "Introduction").

Indicate the total number of hours and cost for each line based on the proposed implementation plan you have provided.

Total the section and include entries (as appropriate) for each of the columns.

Tab 1b) Base Internal Team

Each respondent must estimate the FTE requirements from an internal team from Ascension Parish to satisfy the base requirements in this RFP. Internal Team estimates should include the scope of work related to the base software functionality

The Ascension Parish team is intending to evaluate the overall Total Cost of Ownership (TCO) for the project investment including estimated internal resource time.

Cost Proposal
Base Cost Proposal

Vendor/Product:

#	Software Costs	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response	
1A	Software Cost Categories	Basis for Pricing (Named User, Concurrent User, Server, etc.)	Software Price Contract to Go-Live	Software Price Year 2	Software Price Year 3	Software Price Year 4	Software Price Year 5	Software Price Total
	Application / Module Costs (\$)							\$ -
	Third Party Application Modules (\$)							\$ -
	Database Software/Licensing (\$)							\$ -
	Other (Please Specify)							\$ -
	Total Software:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#	Software Maintenance & Support Costs	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response	
1B	Software Maintenance and Support	Basis for Pricing (List Price, Negotiated Price, etc.)	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	Software Annual Maintenance Rate Percentage (%)							\$ -
	Software Maintenance and Support Cost (\$)							\$ -
	Other (Please Specify)							\$ -
	Total Software Maintenance & Support:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#	Software Implementation Services and Fees	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response		
3	Professional Services	Services Provider	Hours	Services Price Contract to Go-Live	Services Price Year 2	Services Price Year 3	Services Price Year 4	Services Price Year 5	Services Price Total
	Project Management								\$ -
	Technical Architecture / Infrastructure Services								\$ -
	System Installation								\$ -
	Training of Project Core Team								\$ -
	Analysis, Design, and Software Configuration								\$ -
	Interface Development								\$ -
	Modification / Customization Development								\$ -
	Data Conversion								\$ -
	Testing - Unit/System/User Acceptance/Etc.								\$ -
	Change Management								\$ -
	End-User Training								\$ -
	Post Go-Live Support / Optimization								\$ -
	Project Expenses (Travel, etc.)								\$ -
	Other (Please Specify)								\$ -
	Total Software Implementation:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#	Total Estimated Cost Before Contingency	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response	Vendor Response
5	Totals	Contract to Go-Live	Year 2	Year 3	Year 4	Year 5	Total
	Total Estimated Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Total Year 4 Ongoing Support				\$0
Year 5 Ongoing Support				
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Specify Role	0	12	\$83,000	\$0
Total Year 5 Ongoing Support				\$0