

INSTRUCTIONS

GENERAL INSTRUCTIONS FOR COMPLETING THIS WORKBOOK

The Cost Submittal Worksheet contained in this workbook shall constitute the Cost Submittal for **IFB 6100057647**.

The cost submittal worksheet consists of an Instructions tab, Bidder Info tab and Cost Submittal tab labeled OMHSAS BHSL and OCYF.

1. Complete the **Bidder Info Tab**.
2. Bidder shall complete the Hourly Bill Rates to the Commonwealth Columns in Tabs "**OMHSAS BHSL**" and "**OCYF**". Hourly rate shall be based on per one (1) resource.
3. Total Bid will be automatically calculated on the Bidder Info tab that will be used to determine award.

Hourly quantities are estimated and may increase or decrease depending on the needs of the agency. Note that for Tab OMHSAS and BHL estimated quantities are a combined total of 3,900 (1,950 hours per each) for one year. Initial term of the contract is two (2) years and the totals reflect the two (2) years within this cost submittal.

**APPENDIX A
 COST SUBMITTAL WORKSHEET
 BIDDER INFO
 IFB 6100057647**

BIDDER NAME	CONTACT PERSON	
BIDDER ADDRESS	EMAIL ADDRESS	
	PHONE NUMBER	FAX NUMBER
	VENDOR NUMBER	

Total Cost for Initial Term for OMHSAS, BHSL & OCYF: \$

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IFB 6100057647

Vendor Name _____

	Hourly Bill Rate To Commonwealth	Estimated Hours Per Position Per Year	Total
Licensing Technician Central Region		3900	\$ -
Workload Manager Central Region		3900	\$ -
Licensing Technician Supervisor Central Region		3900	\$ -
Licensing Technician Northeast Region		3900	\$ -
Workload Manager Northeast Region		3900	\$ -
Licensing Technician Supervisor Northeast Region		3900	\$ -
Licensing Technician Northwestern Region		3900	\$ -
Workload Manager Northwestern Region		3900	\$ -
Licensing Technician Supervisor Northwestern Region		3900	\$ -
Licensing Technician Southwestern Region		3900	\$ -
Workload Manager Southwestern Region		3900	\$ -
Licensing Technician Supervisor Southwestern Region		3900	\$ -
Licensing Technician Southeast Region		3900	\$ -
Workload Manager Southeast Region		3900	\$ -
Licensing Technician Supervisor Southeast Region		3900	\$ -

Total Cost For OMHSAS BHSL Initial Term \$ -

**APPENDIX A
COST SUBMITTAL WORKSHEET
IFB 6100057647**

Vendor Name _____

	Hourly Bill Rate To Commonwealth	Estimated Hours Per Position Per Year	Total
Licensing Technician Central Region		1950	\$ -
Workload Manager Central Region		1950	\$ -
Licensing Technician Supervisor Central Region		1950	\$ -
Licensing Technician Northeast Region		1950	\$ -
Workload Manager Northeast Region		1950	\$ -
Licensing Technician Supervisor Northeast Region		1950	\$ -
Licensing Technician Western Region		1950	\$ -
Workload Manager Western Region		1950	\$ -
Licensing Technician Supervisor Western Region		1950	\$ -
Licensing Technician Southeast Region		1950	\$ -
Workload Manager Southeast Region		1950	\$ -
Licensing Technician Supervisor Southeast Region		1950	\$ -

Total Cost For OCYF Initial Term \$ -