INSTRUCTIONS
GENERAL INSTRUCTIONS FOR COMPLETING THIS WORKBOOK (Tab 1)
The information requested in this document shall constitute the Respondent's Cost Submittal. Respondent must base its pricing on the services requested in this RFEI. Pricing data is defined as any information related to, directly or indirectly, to the Bidder's proposed charges for services outlined in the cost submittal and shall include but not be limited to: rates, benefits, paid-time off, bonuses, training, support services, and travel. The Commonwealth will not pay for any additional costs beyond the hourly rate for the appropriate job title and skill category set forth in the Cost Submittal for a resource to perform his or her duties during an engagement with the Commonwealth. This includes, but is not limited to: parking, background checks and security badges, etc. All costs will remain in effect for the initial term of the Contract.
COST SUBMITTAL (Tabs 2 to 6)
Potential respondents should provide their rates under each tab for those positions and areas they are able to provide resources for the Commonwealth.

COST SUBMITTAL BREAKDOWN (Tab 7 - 9)

Tab 7. - Skill Category Matrix - Defines levels

Tab 8. - County Breakdown - Identifies counties within each Area

Tab 9. - County Map - Back-up detail for Tab 8

Respondent Name: _____

DIRECT CARE CNA COST SUMMARY

Area	Novice	Intermediate	Advanced	Expert	Short-Term
Area #1					
Area #2					
Area #3					
Area #4					
Area #5					

Respondent Name: _____

DIRECT CARE LPN COST SUMMARY

Area	Novice	Intermediate	Advanced	Expert	Short-Term
Area #1					
Area #2					
Area #3					
Area #4					
Area #5					

Respondent Name: _____

DIRECT CARE RN COST SUMMARY

Area	Novice	Intermediate	Advanced	Expert	Short-Term
Area #1					
Area #2					
Area #3					
Area #4					
Area #5					

Respondent Name: _____

DIRECT CARE CLPN COST SUMMARY

Area	Novice	Intermediate	Advanced	Expert	Short-Term
Area #1					
Area #2					
Area #3					
Area #4					
Area #5					

Respondent Name: _____

DIRECT CARE CRN COST SUMMARY

Area	Novice	Intermediate	Advanced	Expert	Short-Term
Area #1					
Area #2					
Area #3					
Area #4					
Area #5					

SKILL CATEGORY MATRIX

Skill Category	Definition
Novice (Limited Experience)	Resource has gained experience through classroom and/or experimental scenarios or as a trainee on-the-job. Assistance/oversight is needed to carry-out the duties of the position. Typically would have zero to one-year of experience if the field of work.
Intermediate (Practical Application)	The resource is able to successfully complete tasks as requested. Help from an expert may be required from time to time, but the resource can usually perform the skill independently.
Advanced (Applied Theory)	The resource can perform the actions associated with this skill without assistance. Resource is certainly recognized within its immediate organization as "a person to ask" when difficult questions arise regarding this skill.
Expert (Recognized Authority)	The resource is known as an expert in this area. The resource can provide guidance, troubleshoot and answer questions related to this are of expertise and the field where the skill is used.

COUNTY BREAKDOWN

AREA #1	AREA #2	AREA #3	AREA #4	AREA #5
Bedford County	Adams County	Beaver County	Allegheny County	Chester County
Clearfield County	Armstrong County	Butler County	Berks County	Delaware County
Forest County	Blair County	Cameron County	Bucks County	Montgomery County
Jefferson County	Bradford County	Clarion County	Centre County	Philadelphia County
Juniata County	Cambria County	Elk County	Cumberland County	
Perry County	Carbon County	Erie County	Dauphin County	
Somerset County	Clinton County	Fulton County	Lehigh County	
Susquehanna County	Columbia County	Greene County	Montour County	
	Crawford County	Indiana County	Wyoming County	
	Fayette County	Lackawanna County		
	Franklin County	Lancaster County		
	Huntingdon County	Lawrence County		
	Lycoming County	Lebanon County		
	Mc Kean County	Luzerne County		
	Mercer County	Monroe County		
	Mifflin County	Northampton County		
	Pike County	Northumberland County		
	Schuylkill County	Potter County		
	Snyder County	Sullivan County		
	Tioga County	Union County		
	Warren County	Venango County		
	Wayne County	Washington County		
		Westmoreland County		
		York County		

COUNTY MAP