Cost Estimate Worksheet

Process Flow:

	Action to perform
JCC	Fill out the " Basic Information" Tab and submit the Estimate Worksheet to vendor via a service request.
VENDOR	Fill out the "Scoping" Tab based on discovery and scoping services performed and provide cost estimates based on the JCC requirements obtained during the discovery and scoping.

Notes:

Estimate – Project Definition: The intent of this workbook is to provide an estimate of the costs vendor believes will be incurred in order to complete the effort in scope. The work in scope will not be executed until a Work Order is fully signed. This estimate constitutes a binding offer on the part of the vendor and will be used by the JCC to make a go/no go decision on whether to proceed forward to the project implementation phase. This estimate is based on the initial request and basic information provided by the JCC (see Tab "Basic Information") and scoping effort and requirements gathered by the vendor (see Tab "Scoping"). If changes need to be made to the estimate this must be agreed to inside the Change Management process.

Cost Estimate Worksheet

Service Request Ref. #:
Date:
Submitted by:

Subject:	

Item	Information	Explanation
Desired timing		Month and year

General Description of the Request:

Assumptions:

Cost Estimate Worksheet

Estimate – Project Definition: The intent of this workbook is to provide an estimate of the costs vendor believes will be incurred in order to complete the effort in scope. The work in scope will not be executed until a Work Order is fully signed. This estimate constitutes a binding offer on the part of the vendor and will be used by the JCC to make a go/no go decision on whether to proceed forward to the project implementation phase. This estimate is based on the initial request and basic information provided by the JCC (see Tab "Basic Information") and scoping effort and requirements gathered by the vendor (see Tab "Scoping"). If changes need to be made to the estimate this must be agreed to inside the Change Management process.

Subject:

Prepared by:	Reviewed by:	Approved by:	Prepared for:

Objective:

Assumptions and Notes: (software, hosting services, M&O, Implementation project)

1-

2-

Scope/Requirements: (software, hosting services, M&O, Implementation project)

1-
2-

If the Judicial Council would like vendor to move forward with the development of a Work Order in regard to the subject of this estimate, Judicial Council should please sign off on the estimate.

DMS RFP Cost Workbook
Total Cost Summary

Total Cost Summary - JCC								
Description	**Total One-time Costs**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Total Ongoing Costs**	**Total Costs**
Implemenation Project	$0							$0
Maintenance and Operations Support		$0	$0	$0	$0	$0	$0	$0
Software	$0	$0	$0	$0	$0	$0	$0	$0
Hosting Services	$0	$0	$0	$0	$0	$0	$0	$0
Scoping Services (Optional)	$0	$0	$0	$0	$0	$0	$0	$0
Total Costs	$0	$0	$0	$0	$0	$0	$0	$0
Total Evaluated Costs including One-time Costs and Five (5) Years of Ongoing Costs								**$0**

DMS RFP Cost Workbook
Implementation Project Costs

JCC

Implementation Project/Professional Services	
Description	**Total One-time Costs**
1. Project Preparation/Discovery Services	
2. Business Solution Services	
3. Realization/Configuration &Testing	
4. Final Preparation/Training	
5. Go Live Deployment Support/Post Implementation	
6. Document Conversion/Migration (Optional)	
7. Scoping Services (Optional)	
Total Implementation	

Assumptions/Notes:

1. All tasks associated with the Implementation Project services proposed shall be included in the total one-time cost for that service.

2. Vendor must at a minimum use the Deliverables listed above from Appendix B-02 Implementation and Support Requirements, Section 5.2, Minimum List Deliverables
Bidders may add to the list in alignment with their Proposed Project Plans, or they may use a Minimum Deliverable on multiple rows.

However, Vendors must not change the deliverable numbers of the Minimum Deliverables list.

Implementation Pricing Model

Deliverables	Quantity	Rate	Hours	Total Deliverable Cost	Notes		
1. Project Preparation/Discovery Services							
APPENDIX B-02 – IMPLEMENTATION AND SUPPORT REQUIREMENTS Deliverable 1 thru 17							
2.Business Solution Services							
APPENDIX B-02 – IMPLEMENTATION AND SUPPORT REQUIREMENTS Deliverable 18 thru 37							
Basic Configuration (e.g. workflow, role)							
Complex Configuration (e.g. workflow, role)							
Customization (Integration with non standart software)							
3.Realization/Configuration &Testing							
APPENDIX B-02 – IMPLEMENTATION AND SUPPORT REQUIREMENTS Deliverable 38 thru 48							
4.Final Preparation/Training							
APPENDIX B-02 – IMPLEMENTATION AND SUPPORT REQUIREMENTS Deliverable 49 thru 66							
KT Level 2,3 JCC Staff for future support							
5. Go Live Deployment Support/Post Implementation							
APPENDIX B-02 – IMPLEMENTATION AND SUPPORT REQUIREMENTS Deliverable 67 thru 73							
6. Document Conversion/Migration (Optional)							
7. Scoping Services (Optional)							
Total Cost	0			$0			
Assumptions/Notes:							
1. Please provide details pertaining to the assumptions, expectations, and/or performance parameters you have used as the basis for your pricing.							

M&O Support Costs

On-going Maintenance and Operations Support - JCC						
Description	**Year 1 M&O**	**Year 2 M&O**	**Year 3 M&O**	**Year 4 M&O**	**Year 5 M&O**	**Total Ongoing Costs**
License and Software fM&O Support						
Hosting Services M&O Support						
M&O Support Hours						
Termination Assistance						
Total M&O Support						$0

Notes:

1. All tasks associated with the Maintenance and Operations (M&O) Support services proposed shall be included in the Total Ongoing Costs based on the Composite Rate for M&O Support from Form VII-6, Labor Rates.

2. It is the responsibility of the Bidder to ensure spreadsheet calculations are correct.

3. Although Optional Termination Assistance Services could occur at the end of any of M&O Years 3, 4, or 5, Bidders must provide Year 5 Termination Assistance Services costs for evaluation purposes only.

4. Please assume **240** hour in support for the first two years of the appellate court deployment.

Labor Rates
Blended Labor Rate (hourly):

Implementation Project Hourly Rates		
Staff Position	**Hourly Rate**	**Senior/ Junior**
Project Manager		
Project Integration Manager		
Technical Lead		
Functional Lead		
Testing Lead		
Interface Technical Lead		
Interface Developer		
Conversion/Migration Lead		
Other (specify)		

Optional New Functionality Configuration Projects Hourly Rates		
Staff Position	**Hourly Rate**	**Senior/ Junior**
Project Manager		
Project Integration Manager		
Technical Lead		
Testing Lead		
Interface Technical Lead		
Interface Developer		
Conversion/Migration Lead		
Other (specify)		

Notes:

1. Use the tables on this worksheet to provide Bidder/subcontractor hourly labor rates for the various classifications and grades of project personnel.

2. Bidder/subcontractor hourly labor rates must be inclusive of all travel, per diem, and any other related expenses.

3. The Bidder may include additional Staff Position titles to accurately represent the classifications it uses various classifications and grades of its Projects personnel, but it must include at a minimum all Key Positions listed in the tables above.

4. If the Bidder's existing titles differ from those listed, it must map its titles to the listed categories to the extent possible and provide its mapping reference with Pricing Assumptions.

5. Bidders may insert additional rows as required for Projects. It is the responsibility of the Bidder to ensure spreadsheet calculations are correct.

6. Individual and Hourly Rates shall not increase greater than 5% per year in the M&O Support Hourly Rates table above.

7. All bidder should provided a blended labor rate based upon the sample staff positions listed above.

Software Costs

Software Costs - Subscription or Perpetual

Software Item Description	Tier	Min User	Max User	License Type (e.g., enterprise, subscription, perpetual)	Quantity	List Price	Discount	Per Unit Cost	0	0	0	0	0	0	Total Evaluated Costs including One-time Costs and Five (5) Years of Ongoing Costs
	Tier1	1	100					$0							$0
	Tier2	101	500					$0							$0
	Tier3	501	1000					$0							$0
	Tier4	1001	2500					$0							$0
	Tier 5	2501	Unlimited					$0							$0
Total Software								$0	$0	$0	$0	$0	$0		$0

Software Specifications (Extended Add-On)

Soft-ware Item #	Software Item Description	License Type (e.g., enterprise, subscription, perpetual)	Version Number	Detailed Description	Quantity	List Price	Discount	Per Unit Cost	Total Cost
1									$0
2									$0
3									$0
									$0
									$0
Total Software						$0	$0	$0	$0

Assumptions/Notes:

1. All costs associated with the purchase, delivery, installation, inspection, licenses and production of the COTS software components shall be loaded into the Software Cost.

2. Bidders may insert additional rows as required. It is the responsibility of the Bidder to ensure spreadsheet calculations are correct.

3. All software and associated warranty, maintenance documents must be purchased in the JCC's name. The Bidder must provide to the JCC all documentation related to software purchases including, but not limited to invoices, packing slips, license agreements, and other details that may be required for audit and accounting.

4. Software Items in the Software Costs table shall correspond to the Software Items in the Software Specifications table.

5. Volume pricing at the given tiers are cumulative per purchasing entity including future purchases.

Hosting Services

Item #	Hosting & Operation	List Price/Annual	Discount	Total Per Year	Notes
1	Core/CPU Infrastructure				
2	Initial Storage				
3	Storage Growth Estimates (Annual)				
4	Backups				
5	Disaster Recovery Readiness				
6	Network Utilization				
7	Standart M&O				
8	Other				
Total Cost					

Notes:

1. Bidders may insert additional rows as required. It is the responsibility of the Bidder to ensure spreadsheet calculations are correct.

Payment Schedule

Implementation Project Payment Schedule			
Payment Item #	Name of Deliverable	Deliverable Group	Maximum Percentage for each Deliverable Group
	1. Project Mangement Plan	Project Concept (Preparation)	
	2. Risk Management Plan		
	3. Master Test Strategy		
	4. Project Status Reports		
	Other (specify)		
			15%
	1. Operational and Technical Assessment	Business Solution	
	2. Business Process Fit/Gap Analysis		
	3. System Security Strategy and Plans		
	4. Software Configuration Management Policies and Procedures		
	5. Document/Create Technical System Design		
	6. Functional and Technical Requirements		
	7. End to End Test Plans		
	8. Final Test Plans and Test Scripts		
	9. Document Conversion Migration Strategy and Plan		
	Other (specify)		
			15%

	1. Test Cases and Test Data	Realization	
	2. Test Results Documentation		
	3. User Acceptance Test		
	Other (specify)		
			15%
	1. Deployment Plans	Final Preparation	
	2. Site Training Documentation:		
	3. Documentation Review and Accetance Guide		
	4. Deliver Documentation Conversion Migration		
	5. Deliver Training and Knowledge Transfer		
	6. Deliver End User Training Materials		
	7. Organization Change Management:Recommendation		
	8. Batch Job Schedule		
	9. Create Go /No-go Checklist		
	Other (specify)		
			15%
	1. Sign-off Site Data Migration	Go Live and Deployment Support	
	2. Perform Phase Closeout		
	Other (specify)		
			40%
Project Percentage Total			**100%**

M&O Support Payment Schedule		
Pay Item #	Name of Service	Payment Frequency
M&O-1	One 3-year term of M&O Support	Monthly
M&O-2	Up to two 1-year Optional Extension Periods of M&O Support	Monthly
M&O-3	Optional Termination Assistance Services	Monthly

Notes:

1. The Bidder shall list all deliverables as part of its Proposed Solution.

2. The percentages listed for the minimum list of deliverables above may not be exceed, but can be decreased to allow for additional deliverables and associated percentages. The Percentage Total in

3. The Bidder required to hold pricing firm throughout the term of the Agreement, including optional renewal terms, without regard to the estimated annual percentages.

4. All deliverables shall be considered Conditionally Accepted subject to a 15% retention which shall be contingent upon Final Acceptance of the associated project.

5. Payment of the retention for New Functionality Configuration Projects, that are subsequently deployed, will be paid to the Contractor upon Final Acceptance of the deployment to at least one court and Shared Services. Payment of retention for New Functionality Configuration Projects, that are not deployed will be

6. Bidders must at a minimum use the Deliverables listed above from the Minimum Deliverables List in Appendix B-02 Implementation and Support Requirements, Section 5.2, Minimum Deliverables List. Bidders may add to the list in alignment with their Proposed Project Plans, or they may use a Minimum

7. The Bidder may insert additional rows as required.

8. It is the responsibility of the Bidder to ensure spreadsheet calculations are correct.