**ATTACHMENT N**

**COST PROPOSAL FORM**

*Instructions*:

Provide the pricing Proposer proposes to charge for each category in which the Proposer is participating. Pricing information is to be provided in the tables below. The charges will be used for evaluation purposes as set forth in the instructions herein and will be the basis for authorizing Work under any resulting Agreement.

**TABLE 1.A and 1.B Key Good and Services:** Key goods and servicesare those that fall in the following areas (see Section 3 Description of Services and Deliverables, of the RFP for details):. This section is optional if Proposer is not submitting a proposal from this category.

* Provide audiovisual hardware and related equipment.
* Design audiovisual systems.
* Construct audiovisual systems.
* Program audiovisual systems.
* Maintain audiovisual systems.
* Integrate, implement, support, and maintain digital solutions to facilitate or enhance remote and hybrid courtroom proceedings.

Provide the hourly billing rate to be charged through the initial term of the resulting Agreement, if any, in the region(s) proposed, for each job title listed in Table 1.A (Required if these job titles are being proposed) and for additional job titles, if any, in Table 1.B (This table is optional if not proposing additional job titles).

* 1. Rates must be fully loaded and include overhead and profit.
	2. Rates must be a single rate, expressed in dollar values with no more than two decimals, and not in a range (example: $80.00).

 ***All job titles must have a corresponding rate to be considered a responsive Proposal. If Proposer utilizes a different job title than listed below, include the rate for the closest-aligned job title that would perform the Work.*** Failure to indicate a billing rate for any job title listed may be grounds to reject the entire Proposal. A zero dollar rate (i.e., $0.00, $ - , or blank) listed for any and all Proposer positions will be interpreted and understood by the Judicial Council to mean that the Proposer indicating a zero dollar rate shall be obligated to perform any such services at no cost to the Judicial Council.

* The basis of the evaluation and subsequent award of points for the Proposer’s Cost Proposal shall be a composite hourly rate of the job titles listed in Table 1.A. The composite hourly rate will be determined by multiplying the proposed hourly rate for each job title by the designated weight factor and summing the resulting weighted hourly rates. The Cost Proposal with the lowest composite hourly rate submitted will receive the maximum points available. Points awarded for the remaining Cost Proposals will be calculated by identifying the ratio of the highest-scoring Cost Proposal to the Cost Proposal being evaluated and multiplying that ratio by the maximum number of points available. By way of example, if the composite hourly rate of the Proposer’s Cost Proposal being evaluated is twice that of the Cost Proposal with the lowest composite hourly rate, then the Proposer’s Cost Proposal being evaluated will receive half of the maximum number of points available.

**TABLE 1.B:** List any additional job titles that can be provided by the Proposer in the performance of the Services of this RFP and associated job titles and hourly rates Proposer proposes to charge.

* The Judicial Council, at its sole discretion, may select any or all additional job titles and hourly rates to be included in any resulting Agreement.

**TABLE 2:** If digital solutions, including but not limited to software and SaaS based solutions, will be provided by the Proposer, list those and costs based on a per-seat licensing basis. This section is optional if Proposer is not submitting a proposal from this category.

**TABLE 3:** If hardware, equipment, and/ or supplies will be provided by the Proposer, the following information is to be provided This section is optional if Proposer is not submitting a proposal from this category.

* Manufacturer
* Discount, if any, off Manufacturers Suggested Retail Price (MSRP), as a percentage.
* Maximum markup/overhead added after any discount off MSRP, as a percentage
* If shipping is included in the pricing
* If shipping is not included, provide a statement of how shipping costs are estimated.

**TABLE 1.A

Personnel Hourly Billing Rates**

| **Job Title** | **Proposed Hourly Billing Rate Per Region** | **Personnel Weight Factor** |
| --- | --- | --- |
| **Northern Region** | **Bay** **Region** | **Central****Region** | **Southern Region** |
| Installation Technician |  |  |  |  | 50% |
| Lead Technician  |  |  |  |  | 10% |
| Project Manager  |  |  |  |  | 5% |
| Design Engineer |  |  |  |  | 10% |
| Programmer |  |  |  |  | 20% |
| Revit/CAD Drafting  |  |  |  |  | 5% |

**TABLE 1.B

Additional Personnel Hourly Billing Rates**

| **Job Title** | **Proposed Hourly Billing Rate Per Region** |
| --- | --- |
| **Northern Region** | **Bay** **Region** | **Central****Region** | **Southern Region** |
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**TABLE 2**

**Digital Courtroom Solution Product Licensing Costs**

|  |  |  |
| --- | --- | --- |
| **Product Name** | **Number of Licenses, per seat basis** | **Cost** |
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**TABLE 3**

**Audiovisual Hardware, Equipment, and Supplies Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manufacturer** | **Discount off MSRP (%)** | **Max markup/ overhead added to cost after any discount off MSRP(%)** | **Is shipping included in Cost? (Y/N)** | **If shipping is not included in cost, how is shipping cost calculated?** |
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| --- | --- |
|  Proposer Name:  |  |
| Authorized Representative Signature:  |  | Date: |  |

**END OF ATTACHMENT**