**ATTACHMENT A**

**REVISED COST INFORMATION SUBMISSION**

Vendors must propose a summary of all applicable project costs in the matrix that follows. **The matrix must be supplemented by a cost itemization fully detailing the basis and corresponding calculations of each cost category.**  The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed, even if it was asked for in the RFP technical requirements but not included below, may result in the Vendor providing those products or services at no charge to the State or face disqualification. Vendors will be expected to maintain the proposed cost and optional cost for the life of the initial contact as detailed in Article 3.2, Item N, of the standard contract. Vendors must understand that there is no volume guarantees for this contract award. ITS will evaluate cost proposals as required by Miss. Code Ann. in determining the lowest AND best vendor. ITS has the discretion in determining what is in the best interest for the state when evaluating Vendor proposals.

**Instructions:** Vendor must respond with implementation costs AND either a flat-fee for 27,000 users for a 5 year period OR a tier-based fee schedule that will be evaluated based on an estimated number of users for a 5 year lifecycle. If a Vendor is able to propose both a flat-fee and a tier-based fee schedule, both cost scenarios can be used in the cost evaluation.

|  |  |
| --- | --- |
| **Description** | **Cost** |
| Section VII Item 13; Implementation Services (fully loaded with travel, subsistence and associated per diem costs) Break out costs by: |  |
| Pre-installation (Requirements Analysis, System Design, Migration of Data, Professional Fees, and other related costs) | $ |
|  |  |
| Section VII Item 13.3; Training/Knowledge Transfer Costs; provide cost per user and system admin training: |  |
| Training | $ |
| System Administrator Training – system controls, security, configuration | $ |
| Online portal training | $ |
|  |  |
| Section VII Item 15.4; The State is requesting a hosted system. Vendors should also list and explain any required on-prem hardware or software and include purchase options with implementation cost. | $ |
|  |  |
| Section VII Item 11.2.1; Managed Services at Enterprise Level | $ |
|  |  |
| Section VII Item 11.2.2; Managed Services at Agency Level | $ |
|  |  |
| Other Costs (specify with details) | $ |
| **Implementation Costs Total:** | $ |

**For flat-fee based pricing:**

| **Annual Costs** |  |
| --- | --- |
| Annual Subscription and Hosting Fees - (including maintenance/support costs for 5 years) for 27,000 users. |  |
| Year 1 | $ |
| Year 2 | $ |
| Year 3 | $ |
| Year 4 | $ |
| Year 5 | $ |
| Additional Costs (must detail) | $ |
| **Total Annual Subscription and Hosting:** | $ |

**For tier-based pricing:**

| **User Cost Table -** Vendors with per user cost in their proposal should provide details in this table. |  |
| --- | --- |
| Example: |  |
| 1-4,999 | $ |
| 5,000-9,999 | $ |
| 10,000-20,000 | $ |
| 20,001-30,000 | $ |
| >30,001 | $ |

|  |  |
| --- | --- |
| If Change Order Rate varies depending on the level of support, Vendor should specify the Change Order Rate according to position. |  |
| Fully-loaded Hourly Change Order Rate | $ |

| **Optional Table**  Vendors wishing to provide information about optional features, functionality, services should explain each in the proposal and list in the optional table, if appropriate. | | |
| --- | --- | --- |
| Description | Unit Cost | Extended Cost |
|  |  |  |
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