**Cost Proposal**

**2023-PRMP-HIT-006**

Instructions:

* Please, provide the information requested in Table 2. Include a detailed description of estimated expenses by line item/schedule (examples in Table 1.)
* Table 2. is divided in four (4) categories, under each one, please list all the components and costs.

**Table 1.**

|  |  |
| --- | --- |
|  **Category** | **Description** |
| **Personnel costs** | Breakdown of costs related to personnel involved in the scan (please include positions).  |
| **Data collection and analysis** | Estimate cost for collecting data, conducting research and performing analysis, including any software or tools needed.  |
| **Technology and tools** | Include costs for any specialized technology, software or tools required for data collection, analysis and reporting.  |
| **Administrative Costs** | Include estimated administrative costs for the phases of the Environmental Scan |
| **Reporting and documentation** | Estimate costs for creating the final report, presentation materials, and any other documentation.  |
| **Project management** | Budget for project management and coordination activities.  |
| **Contingency** | Include contingency budget for unexpected expenses.  |
| **Timeline** | Provide a breakdown of costs by phase or timeline to show when expenses will be incurred.  |
| **Other costs** | If applicable, please provide any other necessary cost(s).  |
| **Total estimated cost** | Summarize all the costs to provide a total estimated budget for the HIT environmental scan.  |

**Table 2.**

List items and cost for each phase. Vendor may insert additional rows, if necessary.

|  |  |  |
| --- | --- | --- |
| **Phase** | **Items** | **Cost** |
| **Phase I**Development of Environmental Scan |  |  |
| **Phase II**Administration of Environmental Scan |  |  |
| **Phase III**Analysis of Environmental Scan |  |  |
| **Phase IV**Final Report |  |  |
| **Total Cost:** |  |

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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