**Attachment A- Cost Proposal**

**2024-PRMP-MFP-NEMT-003**

Instructions:

* Please, provide the information requested in Table 2. Vendors may propose additional phase description items. All the phases are part of the gap analysis final report. Include a detailed description of estimated expenses by line item/schedule (examples in Table 1). These are suggested categories. Vendors may insert additional categories, if necessary.
* Table 2. is divided into 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 (including evaluators or surveyors for data recollection) in the NEMT gap analysis (please include positions).  |
| **Data collection and analysis** | Estimate cost for collecting data, conducting research and performing statistical analysis. |
| **Reporting and documentation** | Provide a breakdown of costs by phase of the NEMT gap analysis final report with timeline to show when expenses will be incurred. |
| **Contingency** | Include contingency budget for unexpected expenses.  |
| **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 NEMT gap analysis.  |

**Table 2.** List items and costs for each phase. Vendor may insert additional rows, if necessary.

| **Phase** | **Phase Description** | **Cost** |
| --- | --- | --- |
| **Phase I**NEMT gap analysis Plan(Work Plan) | 1. Initial project schedule plan (timeline) See section 3.4 of the RFP.
2. Background Research
	1. Current transportation data and develop an assessment of needs and opportunities within the transportation sector.
	2. Current transportation services challenges in Puerto Rico for the target population.
	3. Compare Puerto Rico NEMT brokerage models to existing ones in other states.
	4. Develop tools and evaluate the current state of Puerto Rico NEMT needs for the population of interest in all 78 Municipalities, including Vieques and Culebra.
	5. Transportation Infrastructure in Puerto Rico.
	6. Partner agencies for NEMT in Puerto Rico.
3. Determine existing data and methods for new data recollection to fill in the current gaps needed to validate the NEMT necessities on the island.
4. Stakeholder Engagement
 |  |

|  |  |  |
| --- | --- | --- |
| **Phase** | **Phase Description** | **Cost** |
| **Phase II**Identify Gaps (Conduct gap analysis) | 1. The vendor must describe how they will conduct the data gap analysis (e.g., techniques, resources, methodology) to identify the strengths and challenges of NEMT in Puerto Rico.
2. Create geospatial database of existing NEMT services used in Puerto Rico to see the municipalities that have the greatest needs as well as be able to create a geospatial analysis such as and not limited to marking the distance between the medical services used and the patients place of origin (residence).
 |  |
| **Phase III**Record, Review, consolidate and analyze recollected data. | 1. Vendor must describe how they will record, review, analyze, and consolidate data (see section G and H in p.11).
2. The vendor must provide a geospatial analysis of the NEMT transportation data to assess where the service is most needed on the island.
 |  |
| **Phase IV**Findings and Recommendations | 1. Document findings and provide recommendations from gap analysis.
	1. Barriers, challenges, and possible solutions.
	2. Analysis of the current transportation models available and possible ways to complement these with NEMT program.
	3. Synthesis of research and stakeholder outreach.
2. Outline conclusions from gap analysis.
3. Recommendation of possible implementation method (e.g. possible brokers, design, and possible funding opportunities).
4. Outline potential next steps for PRMP to implement NEMT.
5. Recommendations.
 |  |
|  | **Total Cost**:  |  |