

Attachment B - Cost Proposal
Early Intervention Statewide Web-Based Training
RFP 20064R

Bidder Name: _____

Bidders must submit a completed and signed Attachment B – **Cost Proposal**. Failure to comply with this format will result in disqualification.

A single Price per Unit must be bid for Years 1-3 and a separate single Price per Unit for Year 4-5. Price per Unit for Years 4-5 may not increase more than 3% over the Price per Unit bid for Years 1-3. The Price per Unit bid must be an all-inclusive price to cover the cost of furnishing all of the said services, including but not limited to travel, materials, equipment, overhead, profit and labor, and issuing CEUs, to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.

Quantities listed for each Deliverable are estimated and may vary. The Contractor will only be paid for actual Deliverables completed.

DELIVERABLE	Unit	Estimated Quantity over 5 years	Price per Unit (Years 1-3)	Price per Unit (Years 4-5)
4.1.A Maintain and Deliver Existing Early Intervention Training Courses				
4.1.A.1 Maintain Existing Training courses: Bid an all-inclusive rate to maintain the 10 existing self-paced (asynchronous) training courses on a learning management system (LMS) approved by DOH. Price must include the cost of technical support; revisions and editing of the courses as needed; issuing Certificates of Completion to participants, and all tracking and reporting, including completions and evaluations for the training courses.	Annual Fee	5		
4.1.A.2 Deliver Existing Introduction to Service Coordination (ISC) Training Course Quarterly, in a Live (Synchronous) Web-Based Format: Bid an all-inclusive rate to deliver the ISC training in a live (synchronous) web-based format. Price must include, but is not limited to, the cost of technical	Per Delivery	20 (12 in years 1 – 3) (8 in years 4 – 5)		

support, distribution of existing training materials required to effectively deliver the training courses, issuing Certificates of Completion to participants, and analyzing and reporting on post-live session evaluations of each webinar.				
4.1.A.2 Deliver Existing Early Intervention Evaluation, Assessment, and Eligibility Determinations in the Early Intervention Program (E&E) Training Course Quarterly in a Live (Synchronous) Web-Based Format: Bid an all-inclusive rate to deliver the E&E training in a live (synchronous) web-based format. Price must include, but is not limited to, the cost of technical support, distribution of existing training materials required to effectively deliver the training courses, issuing Certificates of Completion to participants, and analyzing and reporting on post-live session evaluations of each webinar.	Per Delivery	20 (12 in years 1 – 3) (8 in years 4 – 5)		
DELIVERABLE	Unit	Estimated Quantity over 5 years	Price per Unit (Years 1-3)	Price per Unit (Years 4-5)
4.1.B Develop and Deliver New Training Courses				
4.1.B.1 Develop and Deliver New Trainings on Early Intervention Topics: Bid an all-inclusive rate to develop and deliver seven (7) new trainings over the life of the contract on Early Intervention topics. Price must include all costs involved in developing the training, conducting the live (synchronous) web-based training, posting as a self-paced (asynchronous) training, and all revisions and edits during the DOH review and approval process before it is delivered live to an audience and before it is posted as a self-paced course.	Per Training Course	7 (4 in years 1-3) (3 in years 4-5)		

<p>4.1.B.2 Develop and Deliver New DOH Guidance Training Courses: Bid an all-inclusive rate to develop and deliver five (5) live (synchronous) online trainings over the life of the contract using updated Early Intervention policy and guidance. Price must include all costs involved in developing the training, conducting the live (synchronous) web-based training, posting as a self-paced (asynchronous) training, and all revisions and edits during the DOH review and approval process before it is delivered live to an audience and before it is posted as a self-paced course.</p>	Per Training Course	<p style="text-align: center;">5</p> <p style="text-align: center;">(3 in years 1-3)</p> <p style="text-align: center;">(2 in years 4-5)</p>		
<p>4.1.B.3 Maintain New Self-Paced Training Courses: Bid an all-inclusive rate to maintain the new training courses throughout the contract period. Price must include the cost of technical support, revisions and editing as needed, issuing Certificates of Completion to participants, and all tracking and reporting, including completions and evaluations for the training courses.</p>	Per Training Course	<p style="text-align: center;">12</p> <p style="text-align: center;">(7 in years 1-3)</p> <p style="text-align: center;">(5 in years 4-5)</p>		
DELIVERABLE	Unit	Estimated Quantity over 5 years	Price per Unit (Years 1-3)	Price per Unit (Years 4-5)
4.1.D Continuing Education Units (CEUs)				
<p>4.1.D.2 Continuing Education Units (CEUs): Bid an all-inclusive price to issue CEUs to all early intervention service providers who successfully complete a web-based (synchronous and/or asynchronous) training course. This includes new and existing courses.</p>	Annual Fee	<p style="text-align: center;">5</p>		
4.1.E Training Needs Assessment				
<p>4.1.E Training Needs Assessment: Bid an all-inclusive price to conduct one Training Needs Assessment per contract year. Price must include the costs associated with periodic revisions to the Training Needs Assessment.</p>	Per Assessment	<p style="text-align: center;">5</p>		
4.1.F Communications and Outreach				

<p>4.1.F.1 and 4.1.F.2 Communications and Outreach: Bid an all-inclusive price to complete all communication and outreach tasks. For purposes of estimating cost, estimate 75% per in-person and 25% percent virtual outreach. Costs associated with virtual and/or in-person participation at events to promote the EIP (e.g., travel costs, applicable registration fees and expenses) should be factored into the Bidder's Cost Proposal using established State rates. State rates are located on the Office of the New York State Comptroller webpage: Travel Reimbursement Rates Office of the New York State Comptroller.</p>	Annual Fee	<p style="text-align: center;">5</p> <p>(12 college/career fairs in years 1-3)</p> <p>(8 college/career fairs in years 4-5)</p> <p>(6 conference/prof. association events in years 1-3)</p> <p>(4 conference/prof. association events in years 4-5)</p>		
DELIVERABLE	Unit	Estimated Quantity over 5 years	Price per Unit (Years 1-3)	Price per Unit (Years 4-5)
<p>4.1.G Learning Management System (LMS) and Dedicated Early Intervention Program (EIP) Training Website</p>				
<p>4.1.G.1 Learning Management System (LMS): Bid an all-inclusive price to identify and use a web-based learning management system (LMS) approved by DOH to deliver live (synchronous) and self-paced (asynchronous) trainings.</p>	Annual Fee	5		
<p>4.1.G.2 Dedicated Early Intervention Program (EIP) Training Website for the Primary Target Audience: Bid an all-inclusive price to develop and maintain a dedicated Early Intervention Program (EIP) Training Website for the primary target audience.</p>	Annual Fee	5		

I, _____, for and on behalf of the Bidder organization(s), signify that the following information is true and accurate to the best of my knowledge and that the above-named organization agrees to abide by the terms of the approved proposal and is fully able and willing to carry out deliverables contained herein.

Date: _____

Signature: _____ Title: _____

Print Name: _____