

ATTACHMENT B

BIDDER'S ORGANIZATION NAME _____

The bidder must submit a completed and signed [Attachment B](#) – **Cost Proposal**. The bidder must use Attachment B Cost Proposal and it shall comply with the format and content requirements as detailed in this document and in Attachment B. **Failure to comply with the format and content requirements will result in disqualification.**

Bid prices quoted must be an all-inclusive price to cover the cost of furnishing all the said services, which shall include all costs such as salaries, materials, equipment, profit, employee travel, employee lodging, employee meals and ancillary costs such as printing, secretarial services, data entry, computer support, bidder's information technology (IT), communications, recordkeeping and reporting, and inflationary calculations for salaries, benefits and other items to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.

The contractor will be responsible for recruitment and engagement of, payment to, and all communications with, peer review panel members. The Contractor will be paid the dollar amount bid within the below table according to the terms of the Contract, contract year, type of Review Method and number of applications reviewed for each Peer Review Cycle, on a non-cumulative basis. If the contractor begins work on a peer review cycle but the decision is made by the DOH that the cycle cannot be completed, the contractor may be reimbursed only for the completed deliverables and sub-activities in Attachment B completed to the satisfaction of the DOH.

*Estimates are based on current and projected training needs. Actuals may be higher or lower. Payment will be based on completed actuals to the satisfaction of the Department.

All related costs must be included in the contractor's prices bid except for reimbursement of the following allowable pass-through expenditures:

- **review panel members honoraria, travel, lodging and per diem;**
- **meeting space rental including refreshments, audio visual and internet technology charges.**

To complete the Cost Proposal Form (Attachment B), bidders are required to propose separate costs per application reviewed for each deliverable product and review method listed.

For Section A, Cost Proposal by Deliverable and Activity: Deliverable Products 1-6, Bidders must provide:

- Corresponding cost(s) being bid for activities based upon an application being reviewed through that stage of the review process.
- Pricing must be separated out per deliverable and review method in the first contract year.

For Section B, Cost Proposal Per Application Received, Years 1-5; Review Methods; Videoconference and In-person, Bidders must provide:

- An all-inclusive price per application received per review method.

**Note: Total of column A (Videoconference) & B (In-Person) should match the total cost to review each application of Section B, year 1, by method.*

A. COST PROPOSAL BY DELIVERABLE AND ACTIVITY

Provide total bid price for each deliverable per peer review cycle conducted in the first contract year.

*** Note –**

- *Deliverable Products labeled 1) through 6) cannot be changed.*
- *Total of column A (Videoconference) must match total entered in year one of table in Section B by corresponding review method.*
- *Total of column B (In-Person) must match the total entered in year one of table in Section B by corresponding review method.*

Deliverable Products	A Per application cost Videoconference	B Per application cost In-Person
1) Receive applications and screen for compliance with DOH-established criteria and other application requirements.	\$	\$
2) Recruit qualified individuals as consultants to serve on review panels; identify and manage any conflicts of interest.	\$	\$
3) Coordinate, manage and provide support for independent merit peer review of research funding applications.	\$	\$
4) Design and implement procedures that establish a systematic process of reviewing applications to ensure: compliance with DOH terms and conditions; high-quality research; and reasonableness of cost.	\$	\$
5) Provide thorough written reports and summaries of each application received.	\$	\$
6) Provide administrative support services such as conference management, travel logistics coordination and reimbursement of reviews.	\$	\$
Total	\$	\$

B. COST PROPOSAL PER APPLICATION REVIEWED, YEARS 1-5, BY REVIEW METHOD

- *Provide an all-inclusive price per application received per review method.*
- *Price for year one must match total entered in column A & B of section A based on review method.*

Review Method	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Electronic (Videoconference) Review Meetings:					
A. Total Cost to review each application	\$	\$	\$	\$	\$
In-Person Review Meetings:					
B. Total Cost to review each application	\$	\$	\$	\$	\$

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The number of Peer Review Cycles and Application Review Ranges provided in this RFP and its attachments do not represent a guarantee that NYSDOH will utilize any specific quantity of services under the contract resulting from this RFP.

The DOH anticipates based on historical data up to eight (8) RFAs per year which may result in eight (8) Peer Review Cycles per year (the review of applications from a single RFA constitutes a Peer Review Cycle) with RFAs receiving between three (3) and three hundred (300) applications. Any resulting contract will allow payment for services at the appropriate level of effort for the method used for each peer review conducted based on the contents of the completed Attachment B. No additional expenses will be reimbursed except for approved pass-through costs – (1) reviewer honoraria, travel, lodging and per diem and (2) meeting space expenses (space rental, refreshments, audio visual and internet technology charges.) (See RFP section 6.3). The Contractor will be paid the dollar amount bid within the above table according to the terms of the Contract, contract year, type of Review Meeting and number of applications reviewed for each Peer Review Cycle, on a non-cumulative basis.

In the event the contractor begins work on a peer review cycle but the decision is made by DOH that the cycle cannot be completed, the contractor may be reimbursed for deliverables and sub-activities described in Attachment B, Section B, if completed to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.

By signing this Cost Component Form, bidder attests that the prices included above are firm and not revocable for a period of 365 days from the due date for proposals.

A price MUST be submitted for all of the above deliverable categories. Cost Component Forms that do not include a price for each category will be disqualified.

Authorized Signature _____

Date _____

Print Name _____

Title _____