**COST SCHEDULE**

**VENDOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vendors must provide a detailed fee schedule for all billing rates and costs associated with the responsibilities and related services. Clearly specify the nature of all expenses. Costs for all activities will be negotiated in advance via a Task Order proposal by the contractor and approved by the Division. Billable hours for completion of work activities will be required along with supporting documentation for all costs that are invoiced to the Division. Vendors proposing for the contract must demonstrate their ability to provide accurate accounting and detailed task specific invoicing documentation. A sample invoice and supporting documentation shall be provided as part of the Proposal.

Cost rates for professional services should be provided in the following format for all positions for both the primary contractor and any sub-contractor personnel that are included as part of the proposal.

**Hourly rates for labor categories will be fixed for the entire term of the contract.**  ***The “Positions/Services” below are examples and should be included in the proposal only if they apply.*** All rates should be clearly described and included.

|  |  |
| --- | --- |
| Position/Service | Billing Rate ($) |
| Program Director/Principal |  |
| Senior Project Manager |  |
| Project Manager |  |
| Resource Specialist |  |
| Communication Specialist |  |
| Certified Environmental Manager/Specialist |  |
| Mapping Technician |  |
| Data Management Technician |  |
| Administrative/Clerical |  |
| Professional Facilitator |  |
| Accounting Staff |  |

For all tasks, the Contractor shall provide appropriately experienced, trained, and accredited personnel with current credentials/certifications as well as supplies, materials, tools and equipment necessary to complete the job.

Table 1. Other Tasks Cost Schedule

|  |  |  |
| --- | --- | --- |
| Other Tasks Cost Schedule | | |
| **Section 2. Scope of Work** | **Billing Rate ($)** | **Task Budget ($)** |
| Task 1 Communication – Project update meetings with State representatives |  |  |
| Task 2 GIS Model and GUI Development |  |  |
| Task 3 Testing - Run model and produce output predicting locations/PWS sources at highest risk of PFAS contamination |  |  |
| Task 4 Training and documentation – Produce SOP/instructions for tool utilization and provide training materials for NDEP staff. |  |  |