### **Appendix B: Cost Proposal Template**

| **Item** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **5-Year Total** |
| --- | --- | --- | --- | --- | --- | --- |
| **Software/Subscription Costs** |  |  |  |  |  |  |
| Core System License/Subscription |  |  |  |  |  |  |
| Additional Modules (itemize) |  |  |  |  |  |  |
| User Licenses (if applicable) |  |  |  |  |  |  |
| **Implementation Services** |  |  |  |  |  |  |
| Project Management |  |  |  |  |  |  |
| System Configuration |  |  |  |  |  |  |
| Data Migration |  |  |  |  |  |  |
| Integration Development |  |  |  |  |  |  |
| Testing and Quality Assurance |  |  |  |  |  |  |
| **Training** |  |  |  |  |  |  |
| Administrator Training |  |  |  |  |  |  |
| Teacher/Staff Training |  |  |  |  |  |  |
| Train-the-Trainer Program |  |  |  |  |  |  |
| Custom Documentation |  |  |  |  |  |  |
| **Support and Maintenance** |  |  |  |  |  |  |
| Standard Support |  |  |  |  |  |  |
| Premium Support (if offered) |  |  |  |  |  |  |
| Updates and Upgrades |  |  |  |  |  |  |
| **Additional Costs** |  |  |  |  |  |  |
| Travel Expenses |  |  |  |  |  |  |
| Hardware (if applicable) |  |  |  |  |  |  |
| Third-Party Licenses |  |  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |  |  |

Notes:

1. Please provide detailed descriptions of all line items in your cost proposal.
2. Clearly identify one-time vs. recurring costs.
3. Describe any volume discounts or educational pricing available.
4. Specify payment terms and schedule.
5. Identify any costs that may vary based on actual implementation requirements.