Attachment A - Cost Proposal

**2024-PRMP-NNPS-PACSS-002**

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 in the accounting processes.  |
| 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 Accounting Services.  |

**Table 2.**

|  |  |
| --- | --- |
| Item | Cost |
| Personnel Costs |  |
| 1. Employee #1
 |  |
| 1. Employee #2
 |  |
| 1. Employee #3
 |  |
| 1. Employee #4
 |  |
| Other Costs |  |
| Total Cost Per Hour |  |
| Total Estimated Cost |  |

If the vendor requires more employees, the vendor may add employee cells under personnel costs. (Please replace the “Employee#” for the position said employee will be occupying.)