

Request For Quotations (RFQ)
Hawaiian Estuaries Viewer
 Budget Template

The budget shall only contain the below specified categories as defined:

Category	Contractor
a. Personnel (S&W)*	\$
b. Fringe Benefits**	\$
c. Travel	\$
d. Equipment	\$
e. Supplies	\$
f. Contractual	\$
g. Construction	\$
h. Other	\$
i. Total Direct Charges	\$
j. Indirect Charges***	\$
Total	\$

* The proposal shall provide the STATE with a list of project staff with associated personnel cost (salary/wages). If the Offeror intends to spend funds on equipment, travel and other, the Offeror must provide adequate details and justification (need, purpose, cost per trip, destination, etc.).

**Fringe benefits are usually applicable to direct salaries and wages. The Offeror must provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. If a fringe benefit rate is not used, the Offeror must show how the fringe benefits were computed for each position. If a fringe rate is greater than 35%, a description and breakdown of the benefits must be provided unless a negotiated indirect cost rate agreement (NICRA) has been provided. If fringe benefits are not computed by using a percent of salaries, provide a breakdown of how the computation is done. The fringe benefit costs should not be combined with direct salaries and wages in the personnel category.

***Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified with an individual project or program but are necessary to the operations of the organization. The Offeror must provide the most recent indirect cost rate agreement with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a proposal (2 CFR §200.414). The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.