

PRICE QUOTATION FORM

Organization: _____ IFB No.: _____

For the purposes of this procurement, “unit rate” shall mean “hourly rate” inclusive of all applicable overhead, taxes, and fees.

In the event multiple contracts are awarded as a result of this IFB, total position price shall govern. Bids for each position shall be evaluated on an individual basis. Separate awards will be made for each position to the lowest responsive, responsible bidder. If one bidder provides the lowest bid for multiple positions, that bidder will be awarded those positions.

Instructions: Bidders shall complete the tables below with appropriate unit rates, travel budget, and total position price for the temporary administrative positions requested.

The rate table shall be completed with the assumption that each temporary position will be equivalent to 1.0 FTE. 1.0 FTE is defined as 2,080 hours per year.

Temporary staff shall not be required to perform services on holidays. Current observed holidays are outlined in Exhibit B, 2024-2025 State of Hawaii Government Observed Holidays.

Definitions:

Pay Rate – This is the hourly rate the assigned personnel would earn.

Taxes and Fees – This is the sum of overhead costs, and all applicable taxes and fees.

Total Unit Rate – This is the sum of the labor rate, overhead costs, and all applicable taxes and fees. This is the rate the Bidder would charge the STATE.

Annual Cost – This is the cost the Bidder would charge the STATE annually per position, inclusive of all applicable taxes, fees, and overhead. The formula used to calculate this is as follows: Total Unit Rate x 2,080 hours = Annual Cost

Total Travel Budget – This is the sum of all travel line items for one (1) trip.

Total Position Price – Annual Cost + Total Travel Budget = Total Position Price.

Standard Rate Table			
Position	Pay Rate (per hour)	Taxes and Fees (per hour)	Total Unit Rate (per hour)
Billing and Financial Records Assistant			
Grant and Accounting Specialist I			
Grant and Accounting Specialist II			
Purchasing and Contract Management Specialist			
Staffing Assistant			
Administrative Support Specialist			
Vaccine Records Administrative Specialist			

Travel may be required for some positions. The Bidder shall estimate the cost per trip taking into consideration the parameters set forth in Section 3, *Service Specifications: Temporary Staff Travel*.

The STATE estimates each trip to be no longer than three (3) business days, but may vary. The Travel Item Budget and Total per Trip shall be inclusive of all applicable taxes and fees. Please note: Variances in travel costs may be subject to change due to price fluctuations beyond the STATE's and CONTRACTOR's control, and shall be approved by the STATE in advance.

For cost evaluation purposes, only one (1) trip per position will be factored in when identifying the Bidder's total position price. Number of trips is subject to change based on awarded bidder's staff location.

Travel Rate Table	
Description	Travel Item Budget
Interisland Airfare	
Lodging	
Transportation (excluding airfare)	
Per Diem	
Total Budget per Trip	

The below table shall reflect the total position price to be used.

Position	Total Unit Rate	Annual Cost	Total Travel Budget	Total Position Price
Billing and financial records assistant				
Grant and Accounting Specialist I				
Grant and Accounting Specialist II				
Purchasing and Contract Management Specialist				
Staffing Assistant				
Administrative Support Specialist				
Vaccine Records Administrative Specialist				

Remarks (Optional):