

Sample Price Quotation Form

Note: This is a sample and the costs included herein are not meant to reflect the State's budget or cost allocations for this procurement. Bidders may use this sheet to understand how to complete the Price Quotation Form.

| Sample Standard Rate Table | | | |
|-----------------------------------|-----------------------------------|---|--|
| Position | Sample Pay Rate (per hour) | Sample Taxes and Fees (per hour) | Sample Total Unit Rate (per hour) |
| Informatics Project Manager | \$150 | \$10 | \$160 |

Staff Pay Rate + Taxes, Fees, and Overhead = Total Unit Rate (per hour)

| Intra-State Travel Rate Table | |
|--|---------------------------|
| Description | Travel Item Budget |
| Intra-State Airfare | \$100 |
| Intra-State Lodging | \$500 |
| Intra-State Transportation (excluding airfare) | \$50 |
| Intra-State Per Diem | \$60 |
| Total Intra-State Budget per Trip | \$710 |

| Out-of-State Travel Rate Table | |
|---|---------------------------|
| Description | Travel Item Budget |
| Out-of-State Airfare | \$400 |
| Out-of-State Lodging | \$650 |
| Out-of-State Transportation (excluding airfare) | \$100 |
| Out-of-State Per Diem | \$280 |
| Total Out-of-State Budget per Trip | \$1,430 |

| Total Travel Table | |
|---|----------------|
| Total Intra-State Travel Budget per Trip | \$710 |
| Total Out-of-State Travel Budget per Trip | \$1,430 |
| Total Travel Budget | \$2,140 |

Estimated travel line items totaled = Total Travel Budget

| Position | Sample Total Unit Rate | Sample Annual Cost (1,040 hours) | Sample Total Travel Budget | Sample Total Position Cost |
|-----------------------------|-------------------------------|---|-----------------------------------|-----------------------------------|
| Informatics Project Manager | \$160 | \$166,400.00 | \$2,140.00 | \$168,540.00 |

[Total Unit Rate x 0.5 FTE (1,040 hours)] + Total Travel Budget = Total Position Cost