



Request for Proposal (RFP) Budget Instructions

Instructions for the RFP Budget Cost Detail and Narrative Workbook, including the “RFP Personnel Detail” tab, the “RFP Budget Cost Detail” tab and the “RFP Bud Sum & Narrative” tab:

All worksheets (tabs) must be completed. Note that all cost items in each section need to be segregated by Support (Administrative) and Program costs. For each section, enter the anticipated costs under the appropriate funding stream. These documents must be included in the proposal submittal, in response to the RFP for Operation and Management of the AJCC Network. The completed RFP Budget Cost Detail and Narrative Workbook is due on October 5, 2016 by 3:00 p.m. (PDT).

RFP Budget Personnel Detail Tab Instructions:

Personnel/Salaries Costs

The RFP Budget Personnel Detail Worksheet must be completed before the other worksheets, as the information will automatically populate the other tabs. This tab includes two sections: the Personnel Detail section of reimbursable personnel costs and the In-kind/Cash Match Personnel Detail section for In-kind personnel costs. All three workbooks have locked areas which cannot be accessed without a password. Entries should be made in the white cells only. There are instructions on how to complete/enter data at the top of each worksheet.

In the Personnel Detail section, enter the title and salary of each individual who will be working on the project. Also, enter the anticipated support and program costs for each funding stream in the designated section. Note that total costs for each funding stream will automatically flow to the Project Budget Total section at the bottom of the RFP Budget Cost Detail Worksheet.

Enter the applicable fringe rate in the cells below each funding stream. The fringe rate will be applied to the salary totals and will automatically calculate the fringe cost. Provide a brief description of the costs in the RFP Bud Sum & Narrative tab.

On the In-kind/Cash Match Personnel Detail section, the title and salary of each individual who will be working on the project is automatically populated from the Personnel Detail section. Enter the anticipated in-kind support and program costs for the project in the designated section. Also enter the fringe benefit rate for each section. The fringe benefit cost will be calculated automatically.

Although the worksheet is locked for data security, additional rows may be added in the white (entry) section of the Personnel Detail and Bud Sum & Narrative workbooks. However, rows and/or columns cannot be deleted.

The Personnel Detail category does not include subcontracted professional services or staffing. Note that positions related to fundraising are **not allowable** under the Workforce Investment and Opportunity Act (WIOA).

RFP Budget Cost Detail Tab Instructions:

Complete the RFP Budget Cost Detail worksheet, by entering the total costs for each program category (Participant Costs, Furniture and Equipment Purchase, etc.) on the support or program row in each category section. All costs must be allowable and covered by the grant. Note that total costs for each funding stream will automatically populate the Project Budget Total section at the bottom of this worksheet. Personnel costs are automatically uploaded to the Cost Detail Tab.

Participant Costs

Summary level costs directly related to individual participants, such as tuition, program fees, tools or clothing required for training, must be included in this section. Enter the anticipated support and program costs for each funding stream. Also, enter the in-kind/cash match in the designated section. Provide a brief description of the costs in the RFP Bud Sum & Narrative tab.

Furniture and Equipment Purchase Costs

Summary level costs including but limited to non-consumable, depreciable equipment necessary for the program must be included in this section. Examples of this type of equipment are computers, printers, and office furniture. Equipment leases are also included in this section. Enter the anticipated support and program costs for each funding stream. Also, enter the in-kind/cash match in the designated section. Provide a brief description of the costs in the RFP Bud Sum & Narrative tab.

Facilities and Infrastructure Costs

Summary level general costs to run the program, including building rental, facilities maintenance, utilities, phones and costs related to supporting and maintaining the program are to be included in this section. Enter the anticipated support and program costs for each funding stream. Also, enter the in-kind/cash match in the designated section. Provide a brief description of the costs in the RFP Bud Sum & Narrative tab.

Supplies Costs

Summary level of costs related to general office supplies, postage/delivery, printing, copying, and other similar natured costs are to be included in this section. Enter the anticipated support and program costs for each funding stream. Also, enter the in-kind/cash match in the designated section. Provide a brief description of the costs in the RFP Bud Sum & Narrative tab.

Staff Training and Travel

Costs related to the professional development of staff and related local or out-of-town travel expenses are to be included in this section. Enter the anticipated support and program costs for each funding stream. Also, enter the in-kind/cash match in the designated section. Provide a brief description of the costs in the RFP Bud Sum & Narrative tab.

Other Costs

Costs that do not belong to the categories detailed above, are to be included in this category. They may include audit cost, insurance costs, etc. Enter the anticipated support and program costs for each funding stream in the designated section. Also, enter the in-kind/cash match in the designated section. Provide a brief description of the costs in the RFP Bud Sum & Narrative tab.

Project Budget Total

This section is a tool created to calculate indirect costs split between support and program and per funding stream. Enter the approved indirect cost rate and the indirect cost per funding stream. Also, enter the anticipated profit for each funding stream and the remainder of the sheet will be automatically calculated.

RFP Bud Sum & Narrative Tab Instructions:

The costs entered in the RFP Budget Cost Detail tab will flow into appropriate cost section of the Narrative summary. In every section, explain how each cost listed on the RFP Budget Cost Detail tab will contribute to the project and the methodology used to arrive at the total cost.

Where values pull from the RFP Budget Cost Detail tab, these sections must be completed and detailed as much as possible to assist in the evaluation of costs. When inputting narrative content, ensure the text wraps correctly and is viewable and prints correctly. If additional space is needed, rows can be inserted into the text section. If the data does not wrap correctly, contact SDWP staff listed in the RFP.

Ensure that the totals on the RFP Bud Sum & Narrative match the totals on the RFP Budget Cost Detail.