Form A

External Quality Assessor - Cost Proposal Template

Instructions: Proposers shall submit a cost proposal that clearly breaks down the hourly billing rate, the estimated hours for each task or service, and any relevant non-personnel costs such as materials or equipment. These itemized rates and costs should cover all expenses needed to complete the full scope of work described in the solicitation. The total cost, including all items from sections A and B, will consist of the Proposer's full engagement cost. Pricing should reflect the effort required to deliver all services detailed in the Scope of Work.

Personnel Services Cost

(List all staff who will be assigned and billed)

Staff Member Name	Title/Role	Billing Rate Per Hour	Projected # of Hours	Total Estimated Cost
		A. TOTAL PERSONNEL SERVICES COST		

Non-Personnel Services Cost

(Include all cost other than staffing hours, includes materials, supplies, or other project related expenses excluding travel, etc.). If not applicable, write **N/A** in the description of cost.

Description of Cost	Unit Cost	Quantity	Total Estimated Cost
		B. TOTAL NON-PERSONNEL SERVICES COST	

ESTIMATED TOTAL COST OF (A+B)	

Proposers are responsible for any errors or missing details in their estimated hours or resources. No extra costs, fees, or expenses beyond those listed in the Proposer's cost proposal will be allowed. Proposers will not receive extra payment if they underestimate the work, leave out required activities, or misunderstand the Scope of Work.

CERTIFICATION	
By submitting a cost proposal, the Proposer certifies that all proposed costs represent the complete cost to perform the services described in the Scope	
Name of Firm:	
Authorized Signatory Name and Title:	
Signature:	
Date:	