Instructions for filling out

Attachment C: Proposal Cost Statement
Attachment C-1: Cost Worksheet
Attachment C-2: Payment Plan (Year 1), Attachment C-2: Payment Plan (Year 2), Attachment C-2: Payment Plan (Year 3)
IV&V for EMR Schedule (Proposed)

Note: On Attachments C-1 and C-2, fields shaded in light blue are fillable and fields without shading are calculated and will not accept data entry.

1	• First, fill out the three **Attachments C-2: Payment Plans** (for Years 1, 2 and 3) with the name of the **IV&V Role** and **Hourly Rate** for each role that you are proposing. • For each month of years 1 and 2 (and the first six months of Year 3, as it is a 30 month contract) enter the maximum number of Estimated Hours that you anticipate you will have staff on the project in that role. Be certain to page through all pages of the form so that there will be entries for each month of the year (except for Year 3, which only has six months) • The **Not to Exceed Cost (Rate * Hours)** cells contain a formula that calculates the proposed maximum Invoice Amount for that month by multiplying the number of '**Maximum Expected Hours**' by that year's '**Rate**' for that IV&V Director or Team Member. Therefore, Bidders need only enter a '**Rate**' and the '**Maximum Expected Hours**' for each role for all months in years 1,2, & 3.
2	For **Attachment C-1: Cost Worksheet**: • Enter the name of the Bidder's firm in the 'Bidder Name' field. • In the 'Staff' section, enter the Project Role Title (e.g., 'IV&V Director', 'QA Specialist', 'Documentation Manager', etc.) and the candidate's name. • In each of the 'Year 1', 'Year 2' Payment' and 'Year 3' sections, enter the Rate from the "Rate Column" in Attachment C-2: Payment Plan (for the corresponding Year 1, 2, or 3), for the IV&V Director and each IV&V Team Member For example, the IV&V Director's Year 1 rate from Attachment C-2: Payment Plan (Year 1) should be entered in the IV&V Director's 'Rate' cell of the 'Year 1 Payment' column. The IV&V Director's Year 2 rate from Attachment C-2: Payment Plan (Year 2) should be entered in the IV&V Director's 'Rate' cell of the 'Year 2 Payment' column, etc. • The worksheet will calculate the total number of 'Estimated Hours' and the 'Not to Exceed Cost' by year. These figures will be entered into '**Attachment C: Proposal Cost Statement'** in step 4, below.

Instructions for filling out

Attachment C: Proposal Cost Statement
Attachment C-1: Cost Worksheet
Attachment C-2: Payment Plan (Year 1), Attachment C-2: Payment Plan (Year 2), Attachment C-2: Payment Plan (Year 3)
IV&V for EMR Schedule (Proposed)

3	Download the **IVV for EMR Schedule (Proposed)** spreadsheet from the RFP website. • Under the '**Proposed IV&V Bidder Staff Deployment by Role**' section heading in row 'A', list the Team Member roles and place an 'X' in or otherwise indicate (such as, by adding a color and border to the cell) the month where that team member is expected to be performing work billable to the IV&V for EMR project. On the **IVV for EMR Schedule** spreadsheet, cells representing months in which an IV&V Director or Team Member is performing work billable to the IV&V for EMR Project must have both a number in the '**Maximum Expected Hours**' field and a dollar amount in the **Not to Exceed Cost (Rate * Hours)** fields that correspond to the role and month on one or more of the **Attachment C-2: Payment Plan** forms. See **Figure INST-1: Sample IV&V for EMR Schedule (Proposed) below**
4	For **Attachment C: Proposal Cost Statement,** • Enter all 'Title/Roles' that appear in Attachment C-1: Cost Worksheet. • Enter the total **'Estimated Hours'** for each role from the "Project Totals by Role' section of Attachment C-1: Cost Worksheet. (Use Project totals, not Yearly totals) • Enter the total '**Not to Exceed Cost (Rate * Hours)'** for each role from the "Project Totals by Role' section of Attachment C-1: Cost Worksheet. (Use Project totals, not Yearly totals) • Sum the '**Total Estimated Project Hours by Role**' and '**Total Project Cost by Role**' columns and enter the Total Project Hours and Total Project Cost on the "Project Totals" row.
6	**Check your work**: • The Project Total '**Estimated Hours**' for each role and Project Total '**Not to Exceed Cost (Rate * Hours**)' for each role should match on **Attachment C: Proposal Cost Statement** and **Attachment C-1: Cost Worksheet**. These completed documents: • Attachment C: Proposal Cost Statement • Attachment C-1: Cost Worksheet • Attachment C-2: Payment Plan (Year 1), Attachment C-2: Payment Plan (Year 2), Attachment C-2: Payment Plan (Year 3) • IV&V for EMR Schedule must all be submitted with the Bidder's Financial Proposal.

Instructions for filling out

Attachment C: Proposal Cost Statement
Attachment C-1: Cost Worksheet
Attachment C-2: Payment Plan (Year 1), Attachment C-2: Payment Plan (Year 2), Attachment C-2: Payment Plan (Year 3)
IV&V for EMR Schedule (Proposed)

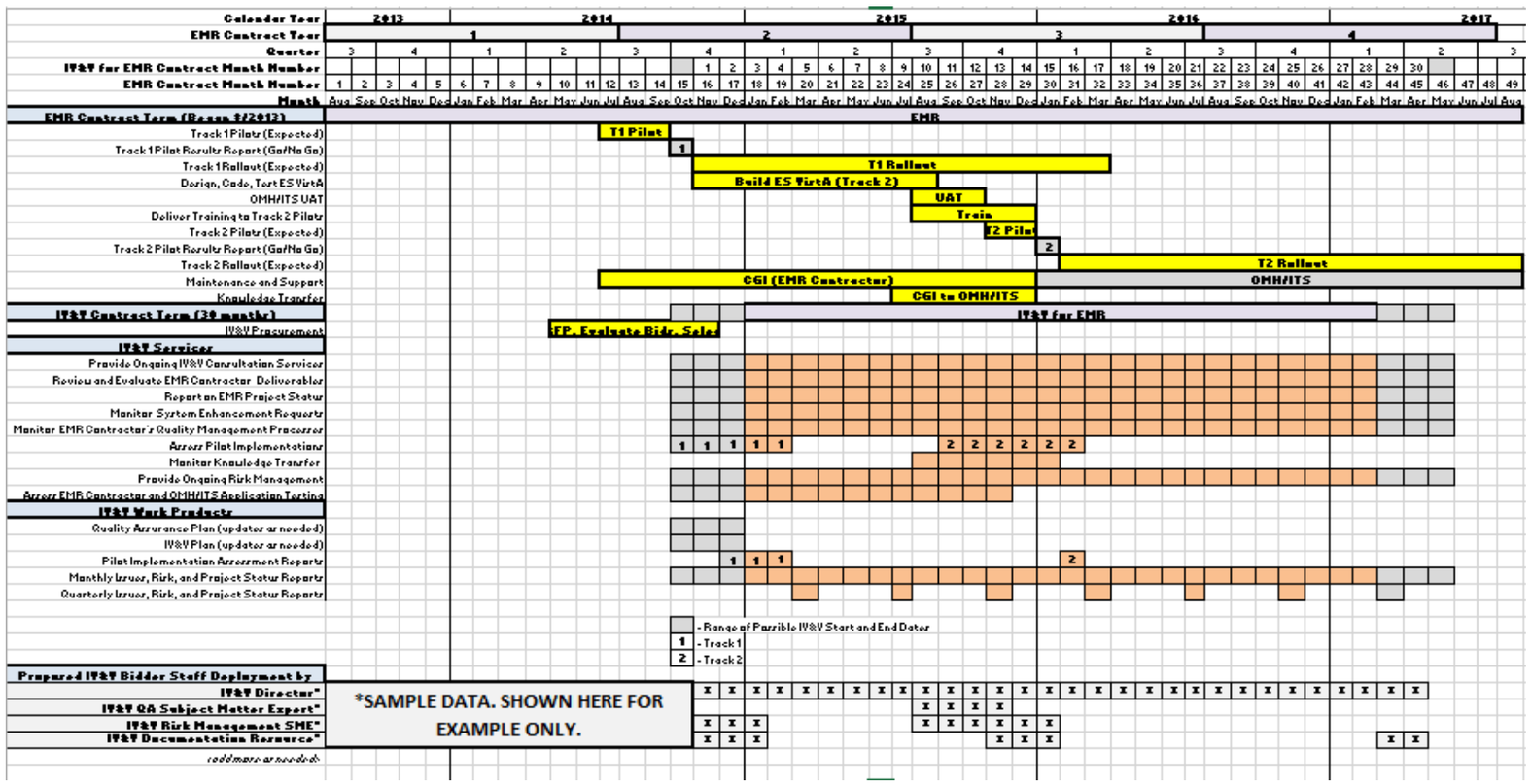

Figure INST-1: Sample IV&V for EMR Schedule (Proposed)