## SOFTWARE COSTS – Instructions for completing cost sheets

There are five cost sheets associated with software costs, all of which are required and must be filled in completely. ***Please copy as many sheets as necessary to completely address the required information.***

**You must fill in your vendor name and the name of the proposed SIS software at the top of the form.**

The cost sheets are described below

* ***Table 1* – *Cost Summary***

This cost sheet includes totals derived from Tables 2-5.

* ***Table 2* – *Applications Cost***

This cost sheet includes fixed price costs for the application software. It should be assumed that the SCUSD will purchase all software except for any optional modules. The basis for licensing (e.g. number of concurrent users, number of named users, by server, etc.) should be noted as well. Indicate if the source code is included in the purchase and if there is an associated cost for it. Costs for modifications should be associated with specific modifications described in vendor comments for items on the Requirements Checklist Attachment.

Listed modules and functions relate back to the requirements checklist. Refer to that checklist to determine definition of that line item’s functionality.

* ***Table 3 – Application Maintenance Cost***

This cost sheet includes annual fixed priced maintenance costs for applications listed in Table 2.

* ***Table 4 – Other Software Cost***

This cost sheet lists fixed priced costs for additional software included in this proposal including software required for the database management system and any additional software required for reporting, monitoring, tuning of the system, or other capability needed to support the requirements defined in this RFP.

* ***Table 5 – Other Software Maintenance Cost***

This cost sheet includes fixed priced maintenance costs for software listed in Table 4.

**NOTE: Double click on the object (Tables 1 – 5 on the following pages) and Excel will be activated to add your input.**







