## SERVICES COSTS – Instructions for completing cost sheets

There are five tables associated with services 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 SIS software to be implemented at the top of the form.**

The cost sheets are described below:

* ***Table A* – *Implementation Services* *Cost Summary***

This cost sheet includes totals derived from Tables B and C. (Tables D & E are required also but are not part of this summary worksheet.)

* ***Table B* – *Implementation Cost***

This cost sheet includes a list of high level tasks or deliverables to successfully bring all schools up on the new system including in classrooms and to provide the support necessary to ensure positive system acceptance and usage.

Vendors must fill in the total consultant hours, the total consulting cost and travel cost for each task. Consulting cost is defined as a fixed price cost of the proposed services to successfully complete this task. The total consulting cost is a sum of the consulting cost and travel cost. Hours for SCUSD staff must also be provided. Additional tasks may be added to this list.

To propose a time and materials contract, please provide a separate document with details and pricing.

* ***Table C – Training Cost***

This cost sheet includes information about all courses to be given to the project team, internal staff trainers and help desk personnel, and end users (school office staff users, central office users, and teachers). *Costs for training preparation activities should be included in Table B, not here.* All courses should be identified regardless of who is responsible for delivery of the courses, the vendor or SCUSD staff. Costs are not to be filled in for SCUSD provided courses. Prerequisite courses should be included.

* ***Table D – Implementation Cost Assumptions -- Vendor***

Vendors are asked to list the name and role of each proposed consulting project team member for the project and the hourly rate, travel percentage, and extended rate for each.

* ***Table E – Implementation Cost Assumptions -- SCUSD***

Vendors are asked to list the role of each proposed SCUSD project team member for the project, and FTE requirement.

**NOTE: Double click on the object (Table A – Table E -- see following pages) and Excel will be activated to add your input.**



