



F

## Cost Proposal

## SECTION F COST PROPOSAL

ITS' Cost Proposal is based upon a 20 month contract beginning 11/1/17 and ending 6/30/19. The contract would be broken out as follows:

- Year 1 – 11/1/17 – 6/30/18
- Year 2 – 7/1/18 – 6/30/19

The Cost Proposal also takes into consideration the following annual projected work volume, which is based upon VCTC's previous fiscal year performances:

- Employer Clients 23-28
- Employer Client Worksites 45-68
- Employee AVR Surveys Processed 13,500-17,000
- Employer Client AVRs Calculated 40-65
- RideGuides Produced (paper) 2,400-3,000

Should the performance indicators above significantly increase due to program growth, ITS respectfully requests the opportunity to adjust our Cost Proposal accordingly.

Bill McCaughey and Allison Stevning are the key ITS personnel assigned to this project. The budget is based upon their labor hours and billing rates. However, in the event of a significant peak in VCTC work volume, staff vacation, sick or personal leave – we have two very capable back-up support staff that may be assigned to support our work effort on a limited basis. Our fully burdened hourly billing rates for staff are as follows:

- Bill McCaughey/Project Manager \$135.00
- Allison Stevning/Client Services Manager \$67.95
- Michelle Izarraraz/TDM Solutions Manager \$71.72
- Claire Franco/TDM Solutions Administrator \$60.51

ITS projects the Year 1 (8 months) scope of work will require 640 total labor hours at a labor cost of \$49,388.40. Stevning is budgeted for 552 hours and McCaughey is budgeted for 88 hours. The Year 2 budgeted work hours for Stevning are 662 hours and McCaughey 105 hours.

Direct expenses for the projected are budgeted to be approximately \$3,620.00. ITS includes a 10% mark up on direct expenses. The direct expense categories are:

- Mileage/parking
- Printing RideGuides
- Photocopies
- Express mail (FedEx)
- Keypunch

The expense budget does not include the costs for RideGuide paper or RideGuide envelopes. These costs would be incurred by VCTC. However, if it is VCTC's pleasure to have ITS incur these costs, we can adjust our expense budget accordingly.

The total Year 1 budget, including labor and direct expenses is \$53,008.40. The total Year 2 budget (12 months) is \$63,402.90.