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| **COST PROPOSAL TEMPLATE****Job Skills Program Delivery and Curriculum Development**Bidders should submit only one Cost Proposal for all bids. Provide one **daily** **rate** per function (Program Delivery and/or Curriculum Development) based on an eight (8) hour day. There should be only one daily rate provided for all Course Categories related to Program Delivery and only one daily rate for all Course Categories related to Curriculum Development. Bidders should refer to the Historical Course Delivery by Region, Attachment 11 when completing their Cost Proposal for Program Delivery. Bidders should refer to the Time Allotment for Completion of Curriculum Development Projects, Attachment 10, when completing their Cost Proposal for Curriculum Development. |
|  **Job Skills Program** **All-Inclusive** **Daily Rate** **Function:**  Program Delivery \_\_\_\_\_\_\_\_\_\_ Curriculum Development \_\_\_\_\_\_\_\_\_\_  |
| **Bidder's Name:** |  |
| **Special Notes:*** Daily rates are all-inclusive and must include all travel and lodging costs, all contractor non-personal service (NPS) costs, and any indirect costs, e.g., supplies, materials, copying, utilities, and equipment rental. However, postage to return course materials will be reimbursed with prior approval from the Partnership.
* Preparation for Program Delivery should be included in the contractor’s daily rate.
* All Program Delivery assignments will be done with one instructor unless otherwise determined and approved by the Partnership. Delivery would then be reimbursed on a per instructor basis at the contractor’s daily rate.
* Instructors must bring a laptop with Microsoft Office (version 2016 or greater), speakers, and LCD projector, at no cost to New York State, to training programs that require it.
* Interim or partial payments may be made when 50% of any project of twelve (12) days or longer is completed, accepted, and approved by the Partnership. Final payment will be made when an entire Curriculum Development project for Job Skills is completed, accepted, and approved by the Partnership.
* Participation in the Partnership’s consultant orientation, in-person or virtual, is required and will be reimbursed at $100 per hour, per vendor (not per attendee), plus travel costs in accordance with New York State travel guidelines (Attachment 4).
* Partial days (for webinar and classroom delivery less than six (6) hours) will be pro-rated based on a contractor’s daily rate based on an eight (8) hour day.
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