

Appendix E:
Costing Worksheets



FORM VII - 1

IRP Total Cost Summary		
Payment Type	Cost Category	Total Project Cost by Category
Fixed Deliverable	One-Time Software Purchase Costs (IRP Software Package which includes Core IRP System, Clearinghouse Interface and Internet plus any required license fees.	\$ -
Progress Payments	Customization and Installation Costs (Includes customization, configuration, installation and training)	\$ -
Quarterly Payments in Arrears	On-Going Maintenance and Support Costs (per Section V)	\$ -
Total IRP Project Costs		

One-Time Termination Charge should the State terminate the contract prior to the end of the contract term:	\$ -
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Note: On all worksheets, Bidders must not enter data into any field that is shaded. These fields are calculated automatically. However, it is the Bidder's responsibility to ensure the spreadsheet links and calculations are correct.

Form VII - 3

IRP Customization and Implementation Deliverables*	
Deliverable Name:	Cost:
Design Phase:	
IRP System Design Document illustrating and documenting customization to incorporate CaDMV's unique business needs	
Build Phase:	
Document showing IRP System modifications/customization completed and tested	
Document showing Core IRP System interfaces with CaDMV systems, Clearinghouse and CaDMV IRP Internet tested and accepted by CaDMV	
Change Control Plan	
Configuration Management Plan	
Project Quality Plan	
Risk Management Plan	
Conversion Plan	
System Testing Plan	
Training Plan	
Network Topology Diagram and Narrative	
Project Work Plan	
Transition Phase:	
Document showing User and Administrator Training completed and accepted by CaDMV	
Training Manuals	
User Manuals	
Troubleshooting Manuals	
Technical Bulletins	
Support Service Plan	
Production Phase:	
Document to demonstrate Core IRP System with CaDMV interfaces and is production ready	
Document to demonstrate Clearinghouse interface is production ready	
Document to demonstrate CaDMV IRP Internet is production ready	
Grand Total	\$

*Bidder shall include the minimum deliverables defined above (in bold text). The Bidder may provide a further breakdown for additional progress payments, using the suggested deliverables listed under each phase or a bidder-designed deliverable list, so long as each is fit within the major phases illustrated above. This list of deliverables does not relieve the Bidders of the contractual responsibility to create other deliverables as defined in the Statement of Work.

Note: During the Customization and Implementation Phase, the DMV will hold back 10% of payment for each deliverable.

Form VII - 5

Detailed Maintenance Cost Sheet		
Item Number	Description	Cost
1	Total Monthly Cost *	\$ -
2	Monthly Extended Cost \$ ___ x 12 months = (1st Year Base)	\$ -
3	Escalator % for Year 2: ___ % x 1st Year Base	
4	Year 2 Costs (2+3)	\$ -
5	Escalator % for Year 3: ___ % x 1st Year Base	\$ -
6	Year 3 Costs (2+5)	\$ -
7	Year 1 Total (Total Base Price)	\$ -
8	Year 2 Total	\$ -
9	Year 3 Total	\$ -
10	Total On-Going Maintenance and Support for all 3 years (7 + 8 + 9)	\$ -
	Option to Extend Maintenance 1 Additional Year: Insert monthly cost for an additional year of maintenance:	\$ -
	Total Yearly Cost for 1 Additional Year of Maintenance (Line 15 * 12)	\$ -
	Annual Escalation Rate ___ % Year 2; ___ % Year 3 (may not exceed 10%. Insert "0" if rates are fixed. A blank will be interpreted as 10%.)	

*From On-Going Maint (1) Worksheet

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