

VII. COST

A. Introduction

Bidders must provide costs for the software configuration, usage fees or licenses, maintenance, support, and training using the Cost forms located in Appendix E. The list of required cost forms and their respective descriptions can be found in Table VII-1.

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Table VII-1 – Cost Forms

Cost Category	Form	Form Title
<u>Contracts 1 and 2</u>	VII-1	Total Cost Summary
Contract 1	VII-2	Project Management and Implementation Services Cost
Contract 1	VII-3	Software Configuration Cost
Contract 1	VII-4	<u>Course Development and Training Manual</u> Cost
Contract 1	VII-5	COTS Software <u>Cost</u> (Year 1)
Contract 1	VII-6	Training Services Cost Summary
Contract 1	VII-6A	Key User Support Training
Contract 1	VII-6B	Survey Data Processing and DTM Training
Contract 1	VII-6C	Survey COGO and Map Production Training
Contract 1	VII-6D	Introduction to Roadway Design Training
Contract 1	VII-6E	Intermediate Roadway Design Training
Contract 1	VII-6F	Basic Structure Design Training
Contract 1	VII-6G	Basic Hydraulic Design Training
Contract 2	VII-7	COTS Software <u>Cost</u> (Years 2-5)
Contract 2	VII-8	COTS Software <u>Cost</u> (Optional Year 6)

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Cost proposals will not be opened for evaluation until after the Evaluation Team has determined that the Bidder's proposal is fully compliant and has achieved the minimum score required (70% of available non-cost points) to advance to the cost opening. Bidders may refer to Section IX for additional information on the scoring of proposals.

All proposed software and services must be included in the Bidder's proposal. Any software or service that is not specifically priced or identified in the Bidder's cost proposal, or that is identified after award of the contract and is needed to meet the requirements of this RFP, will be provided by the Bidder at no additional cost to the State.

Cost is a primary evaluation criterion. Points earned in this category will be based on the lowest total estimated net cost to the State as calculated according to the methodology in Section IX.

B. Project Budget

Caltrans has an approved Feasibility Study Report (FSR) for the RDS project. The FSR can be found in the Bidder's Library.

Two contracts will be awarded to the successful Bidder as described in Section I.

1. Contract 1 – Configuration and Training:

The approved project budget for Contract 1 is \$3,978,375.

During Phase 1, payment will be made for deliverables completed as described in Section VII.C. The Contractor will submit one itemized invoice, monthly, for deliverables completed. All contract deliverables are subject to approval by the Caltrans Contract Manager prior to payment. In cases where deliverables have been grouped together, payment will be made when all deliverables in that group have been completed and approved.

During Phase 2, payment for on-going project management activities in years 2-5 and training will be paid monthly, in arrears. The Contractor will submit one itemized invoice, monthly, for services rendered. Completion of services will be verified by the Caltrans Contract Manager prior to payment.

All invoices for Contract 1 are subject to a 10% withhold. Such retained amount shall be held by the State and only released to the Contractor upon the Caltrans Contract Manager's acceptance all of the required services related to the Contract.

2. Contract 2 – Software Usage **or Licenses** and Maintenance/**Support** Fees:

The approved project budget for Contract 2 is \$8,400,000, and will be allocated yearly based on the expected number of users.

Software usage **or licenses and** maintenance/**support** fees shall be invoiced monthly in arrears and will not be subject to a 10% withhold.

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C. Payment Milestones for Contract 1 – Configuration and Training

Costs may not exceed the percentages indicated below. All payments are subject to a 10% withhold until successful completion of Contract 1,

Payment Milestone
Phase 1
<i>The total of all deliverables in this phase must not exceed 17% of the Bidder's costs for Contract 1: Configuration and Training.</i>
Development and Delivery of Approved Project Management and Training Plans (Form VII-2)
Configuration and Acceptance Testing includes the acceptance of the following items: <ul style="list-style-type: none"> • Project Management activities through completion of configuration and installation of software (Form VII-2) • Software Configuration (Form VII-3)
Development and Delivery of Approved Final Training Schedule (Form VII-2)
Course Development and Delivery of Approved Training Manuals (Form VII-4)
Key User Support Training and Fees Includes the following: <ul style="list-style-type: none"> • Completion of Key User Support Training (Form VII-6A) • COTS Software Cost Year 1 (Form VII-5) • Project Management and Implementation activities after configuration and through completion of Key Support User training. (Form VII-2)
Phase 2 (billable monthly in arrears)
Ongoing Project Management Activities (Year 2-5) (Form VII-2)
Training (Year 2-5) (Form VII-6)

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D. Cost Form Definitions

A firm fixed price must be provided for each of the cost forms contained in Appendix E. Bidders must not retype or edit the cost forms except to enter the requested information. Making a change to the form may make the proposal unacceptable to the State and may cause the proposal to be excluded from further consideration.

It is the sole responsibility of the Bidder to ensure all cost data and mathematical calculations are correct in the proposal.

The Cost Forms and a brief description are as follows:

1. Total Cost Summary (Form VII-1) (Contracts 1 and 2)

The Total Cost Summary must contain the Bidder's total price to provide the software and services as proposed, including implementation services and ongoing software usage fees and support costs. This form summarizes cost totals from subsequent forms.

2. Project Management and Implementation Services Cost (Form VII-2) (Contract 1)

The Bidder shall include the cost of services related to project management and implementation of the software.

3. Software Configuration Cost (Form VII-3) (Contract 1)

The Bidder shall include the cost to configure the software to meet Caltrans' standards identified in Appendix F.

4. Course Development and Training Manual Cost (Form VII-4) (Contract 1)

The Bidder shall include the cost of developing Caltrans-specific courses and training manuals.

5. COTS Software ~~Cost~~ (Year 1) (Form VII-5) (Contract 1)

The Bidder shall identify all software proposed for the project. Cost information shall include usage ~~fees or licenses~~ per user for 73 Key Support Users. Information for software proposed must include software title, description, and version number of the items.

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6. Training Services Cost Summary (Form VII-6) (Contract 1)

All training requirements and logistics are located in Appendix G. All expenses associated with training delivery must be incorporated into the cost per class.

Form VII-6 summarizes cost data from the following forms:

Form VII-6A: Key User Support Training

Form VII-6B: Survey Data Processing and DTM Training

Form VII-6C: Survey COGO and Map Production Training

Form VII-6D: Introduction to Roadway Design Training

Form VII-6E: Intermediate Roadway Design Training

Form VII-6F: Basic Structure Design Training

Form VII-6G: Basic Hydraulic Design Training

7. COTS Software ~~Cost~~ (Years 2-5) (Form VII-7) (Contract 2)

The Bidder must provide annual usage ~~or licenses~~ and maintenance/~~support~~ fees for each year of the contract.

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During the second year of the project, the end user count will rise to approximately 1,000, including the initial 73 trained in the first year. The software will be deployed to approximately 1,000 additional users in each of the next three years, for a total of approximately 4,000 end users when rollout is complete. A user is defined as any one person using the software at any time regardless of machine.

8. COTS Software ~~Cost~~ (Optional Year 6) (Form VII-8) (Contract 2)

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The Bidder must provide usage or licenses and maintenance/support fees for one additional (optional) year.

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