**EXHIBIT B, Attachment 1**

**(Standard Agreement)**

**COST WORKSHEET**

**[Instructions for Exhibit B – Cost Proposal]**

*Vendors must submit a detailed cost proposal for the entire term of the contract that includes:*

* *All proposed labor classifications (including sub-contractors) hourly rates, and estimated hours.*
* *Subtotals by Phase and Tasks (e.g., Task One, Part Two: Website Research and Analysis, etc.).*
* *Any non-labor costs (e.g., licensing, software, hosting, research facilities).*

*Covered California will evaluate proposals on total cost, clarity of cost structure, and alignment with the project’s scope and phased roadmap. Vendors are encouraged to include assumptions where needed to support transparency.*

**TASKS 1-6**Note: The Cost Worksheet can be replicated in an Excel spreadsheet as an acceptable format. Additional, financial breakdown can be added to this form and/or spreadsheet to help illustrate approach and proposal, if needed.

Project Team (Includes Sub-Contractors)

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual Staffing** Use table to line item each resource on project team. | **Estimate Number of Hours (A)** | **Hourly Rate\* (B)** | **Total Cost**  **(A x B)** |
| First and Last Name Company Company Title Project Role Proposed | $ |  | $ |

\*Rates identified in the Cost Worksheet shall be fully loaded and inclusive of all direct and indirect costs for all work completed, including, time, materials, tools and equipment used, and travel required to perform any or all support services under this Agreement.

|  |  |
| --- | --- |
| **Phase/Task Breakdown** | **Financial Budget** |
| Detailed Description |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Material Costs** | **Quantity**  If Applicable | **Individual Cost** | **Total Cost** |
| Detailed Description (Associate with Phase and Task) |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Total Amount (Not to exceed $1,500,000.00): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TASK 7 (Optional Amendment)**

Project Team (Includes Sub-Contractors)

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual Staffing** Use table to line item each resource on project team. | **Estimate Number of Hours (A)** | **Hourly Rate\* (B)** | **Total Cost**  **(A x B)** |
| First and Last Name Company Company Title Project Role Proposed | $ |  | $ |

\*Rates identified in the Cost Worksheet shall be fully loaded and inclusive of all direct and indirect costs for all work completed, including, time, materials, tools and equipment used, and travel required to perform any or all support services under this Agreement.

|  |  |
| --- | --- |
| **Phase/Task Breakdown** | **Financial Budget** |
| Detailed Description |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Material Costs** | **Quantity**  If Applicable | **Individual Cost** | **Total Cost** |
| Detailed Description (Associate with Phase and Task) |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Total Amendment Option (Not to Exceed $500,000.00): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Proposal Amount (Total amount + Total Amendment option): $\_\_\_\_\_\_\_\_\_\_\_**