



Appendix L: Cost Workbook
RFP-ERP-2020

Enterprise Financial System (EFS) Cost Workbook

Table of Contents

Offeror:	Insert Offeror Name on Table of Contents worksheet
Hosting Option:	Select Hosting Option on Table of Contents worksheet

Worksheet Title	Description
Instructions	Instructions for completing the Cost Workbook.
1. Total Cost Summary	Worksheet for Offeror to provide a summary of the proposed Total Costs.
2. Software	Worksheet for Offeror to itemize all One-time and Ongoing Software Costs.
3. Composite Rate Card	Worksheet for Offeror to itemize hourly rate structures for proposed project personnel.
4. Implementation Services	Worksheet for Offeror to itemize One-time Fit-Gap and Implementation Costs.
5. Ongoing Services	Worksheet for Offeror to itemize Ongoing Services Costs (e.g. Maintenance and Operations (M&O) Services, Hosting Services, Business Process Outsourcing, Project Team Facilities) costs.
6. Payment Schedule - Implementation Services	Worksheet for Offeror to provide the Payment Schedule for Implementation Services Costs.
7. Offeror Assumptions	Worksheet for Offeror to itemize all Offeror Assumptions (including cost basis and rationale) upon which its pricing is dependent.

Enterprise Financial System (EFS) Cost Workbook

Instructions

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

<p>Please refer to the RFP for details regarding the services and scope of the ERFs, Implementation Services, and Ongoing Services to be provided and priced in accordance with this Cost Workbook. Additional instructions are provided as Notes on each worksheet.</p>	
1.	This Microsoft Excel Cost Workbook contains multiple worksheets designed to provide a robust understanding of the costing models used by the Offeror. Use of this Cost Workbook is essential to the Offer evaluation, and it is essential that the Offeror use this form in preparing its pricing response to this RFP.
2.	Only spreadsheet cells colored in green are for Offeror's input. Any numeric cells left blank will be presumed to be zero.
3.	This Cost Workbook shall be completed once for either the SaaS Option or the Offeror-Hosted Option.
4.	The worksheet labeled TOC (Table of Contents) contains brief descriptions of each spreadsheet, as well as convenient one-click navigation of the Cost Workbook. Offeror's must enter the Offeror Name and Hosting Option in the green highlighted areas on the TOC worksheet.
5.	Each worksheet is designed to elicit specific pricing information related to the requirements of this RFP. If the Offeror's typical pricing model does not normally charge for a specific element provided within this workbook, then please provide a statement in the "Assumptions" regarding the Offeror methodology for charging for that element (e.g., not applicable, no additional charge).
6.	The Offeror must provide details pertaining to the assumptions, expectations, and/or performance parameters that have been used as the basis for the pricing. Please note that the Offeror's response to this Cost Workbook will not be considered an actual commitment to perform the project, but WILL BE considered a costing model and pricing structure commitment, if it is the selected Offeror.
7.	The Offeror should provide skill assumptions for the Composite Rates in the Offeror Assumptions worksheet.
8.	Implementation Services fees will be charged using a firm-fixed price which is to be calculated based on the Composite Rate and the required number of Offeror hours to provide the proposed solution. Payments will be made using a deliverables-based approach.
9.	Maintenance and Operations (M&O) Support service fees will be charged using a firm-fixed price which is to be calculated based on the Composite Rate and the required number of Offeror hours expended per year. Payments will be made monthly.
10.	Hosting fees will be charged using a firm-fixed price which is to be provided on the Ongoing Services worksheet. Payments will be made monthly.
11.	Business Process Outsourcing Services will be charged using a firm-fixed price which is to be provided on the Ongoing Services worksheet. Payments will be made monthly.
12.	Project Team Facilities fees will be charged using a firm-fixed price which is to be provided on the Ongoing Services worksheet. Payments will be made monthly.
13.	Offeror services costs for unanticipated tasks are not to be included in this Cost Workbook nor will those costs be evaluated. Costs for unanticipated tasks may be included in the Contract using a calculation of up to 10% of the total implementation services costs and/or 10% of the M&O support services costs. Services for unanticipated tasks shall be priced as needed using the applicable Composite Rate or individual rates upon mutual agreement of the State and the Offeror.
14.	Other than what is allowed in the Cost Workbook, no price increase shall be allowed during the Contract term or extension(s); however, in the event of a general price decline, the State shall be entitled to reductions given to similar customers. The Offeror shall notify the State within five (5) business days of any price decline.
15.	Rates and pricing are required in this Cost Workbook for eight (8) years. No further extensions beyond Year 8 will be permitted

Enterprise Financial System (EFS) Cost Workbook

Total Cost Summary

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Total Cost Summary								
Description	Total One-time Costs	Cost in FY21 (through and including 6-30-21)	Cost in FY22	Cost in FY23	Cost in FY24	Cost in FY25	Total Ongoing Costs	Total Costs
Software Licensing and Support	-	-	-	-	-	-	-	-
Select Hosting Option on Table of Contents worksheet		-					-	-
Core Phase M&O Services		-					-	-
Expansion Phase M&O Services		-					-	-
Optional Phase M&O Services		-					-	-
Business Process Outsourcing		-					-	-
Project Team Facilities		-					-	-
Total Non-Implementation Costs	-	-	-	-	-	-	-	-
Total Implementation Services - Core Phase	-							-
Total Implementation Services - Expansion Phase	-							-
Total Implementation Services - Optional Phase	-							-
Total Implementation Costs	-							-
Total Cost Before Tax	-	-	-	-	-	-	-	-
							Tax 4.712%	-
							Grand Total Cost	-

Taxes	
Provide confirmation that applicable taxes are included in all Hourly Rates for Enterprise Financial System, Software, Hosting, BPO, and Project Team Facilities in this Cost Workbook. Provide a detailed listing of the taxes and how they apply to each of the Cost categories above.	

Note:

1. Any Offeror who fails to indicate that it is a Hawai'i software development business will be presumed to be a non-Hawai'i software development business and the "Total Evaluated Costs including One-time Costs and Ongoing Costs" in its Offer will be increased by ten percent for purposes of evaluation only.

Enterprise Financial System (EFS) Cost Workbook Software

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Notes:

1. The Offer shall list the proposed software manufacturer, brand name, module name and version number for the items being proposed.
2. Costs shall include all environments (e.g., sandbox, development, testing, training, production, disaster recovery).
3. All required Software Items shall be included on this worksheet (e.g. Core EPS, Third-Party, Utility/System Management Software, Database Management System (DBMS), Data Warehouse, Other).
4. All costs associated with the purchase, delivery, installation, inspection, licenses and production of the Software components shall be loaded into the Software Cost.
5. Offerors may insert additional rows as required. It is the responsibility of the Offeror to ensure spreadsheet calculations are correct.
6. For the SaaS Hosting Option, software costing information is required only if costs will be passed to the State for payment.
7. For Offeror-Hosted Options, all software and associated warranty and maintenance documents must be purchased in the State's name. The Offeror must provide to the State all documentation related to software purchases including, but not limited to invoices, packing slips, license agreements, and other details that may be required for audit and accounting.
8. Software Items in the Software Costs table shall correspond to the Software Items in the Software Specifications table.
9. In order to accommodate growth and/or provide the capability to add/remove organizations and employees from the EPS Solution the State requires flexibility through the ability to increase/decrease capacity based on the optional addition/removal of organizations and employees in blocks of 500 employees. The number of potential additional organizations or employees (if any) are unknown; therefore, these costs will not be included in the Total Evaluated Costs.

**Enterprise Financial System (EFS) Cost Workbook
Composite Rate Card**

Insert Offeror Name on Table of Contents worksheet
Select Hosting Option on Table of Contents worksheet

Implementation Hourly Rates

Maintenance and Operation Services Hourly Rates

Enterprise Financial System (EFS) Cost Workbook

Composite Rate Card

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Embedded Travel and Expenses	
Provide the Percentage of Travel and Expenses (travel, per diem, and any other related expenses) that is embedded in all Hourly Rates listed in the above tables:	
Identify what Travel and Expenses are included within the Hourly Rates and define all assumptions relative to onsite and offsite travel and expenses.	

Taxes	
Provide confirmation that applicable taxes are included in all rates in this Cost Workbook. Provide a detailed listing of the taxes and how they apply.	

Notes:

1. Use the table on this worksheet to provide Offeror/subcontractor hourly labor rates for the various classifications and grades of project personnel.
2. The Offeror may include additional titles to accurately represent the classifications it uses for describing the various classifications and grades of its personnel.
3. If your existing titles differ from those listed, please map your titles to the listed categories to the extent possible and provide your mapping reference in the Offeror Assumptions worksheet.
4. Offerors may insert additional rows as required (e.g., a Senior-Level Programmer and a Junior-Level Programmer require two separate rows). It is the responsibility of the Offeror to ensure spreadsheet calculations are correct.
5. The total of the Composite Rate Percentage columns must equal 100%.
6. Individual and composite hourly rates shall not increase greater than 5% per year.

**Enterprise Financial System (EFS) Cost Workbook
Implementation Services**

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Implementation - Core Phase				
Description		Hours	Compo- site Rate	Total One-time Costs
Project Schedule	Project Planning		\$0	\$0
Project Team Training Plan			\$0	\$0
Project Team Training			\$0	\$0
Communication Strategy			\$0	\$0
Configured Environments (sandbox and development)			\$0	\$0
Project Charter			\$0	\$0
Project Management Plan			\$0	\$0
Work Break Down Structure			\$0	\$0
Scope Change Management Tool			\$0	\$0
Issue/Risk Management Tool			\$0	\$0
Business Process Organizational Change Management Strategy			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
Initial System Design Document	Initial Analysis and Design		\$0	\$0
Technical Architecture Strategy			\$0	\$0
EFS Implementation Strategy			\$0	\$0
Business Process Re-engineering Plan			\$0	\$0
Organizational Readiness Assessment			\$0	\$0
Business Process Organizational Change Management Plan			\$0	\$0
System Landscape, Technical and Business Design Strategy			\$0	\$0
Knowledge Transfer Strategy			\$0	\$0
End-User Training Strategy			\$0	\$0
Requirements Traceability Matrix			\$0	\$0
System Security Strategy			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
Data Conversion Strategy	Final Analysis and Design		\$0	\$0
Final System Design Document			\$0	\$0
Knowledge Transfer Plans			\$0	\$0
Business Intelligence Plan			\$0	\$0
Communication Plan			\$0	\$0
Business Continuity Strategy			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
		\$0	\$0	
		\$0	\$0	

**Enterprise Financial System (EFS) Cost Workbook
Implementation Services**

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

			\$0	\$0
Detailed Functional and Technical Specifications, including requirements documents, use cases, and logical, data flow diagrams, architecture documents and physical data models inclusive of forms, reports, interfaces, conversions, enhancements, and workflow (FRICEW).	Configuration and Development		\$0	\$0
Test Plans: Integration, Parallel, Regression, Stress, Security and End-to-End			\$0	\$0
Test Scripts, Test Cases and Test Data			\$0	\$0
Data Conversion Plan			\$0	\$0
System Security Plan			\$0	\$0
Role-to-Position Mapping			\$0	\$0
Business Continuity Plan			\$0	\$0
End-User Training Plans			\$0	\$0
Data Governance Structure Plan			\$0	\$0
PII Data Handling Plan			\$0	\$0
External Requests Plan			\$0	\$0
Data Loss Prevention (DLP) plan			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
Test Plan: User Acceptance		Testing and Training		\$0
Training Curriculum Document			\$0	\$0
Documented Successful Testing Results			\$0	\$0
Enhanced Training Materials			\$0	\$0
Final Training Materials			\$0	\$0
Technical Documentation (including technical and architectural specifications, etc.)			\$0	\$0
End-User Training			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
System and End-User Documentation	Deployment and Go-Live Support		\$0	\$0
Post Production Support Plan			\$0	\$0
Go/No-go Meeting and Go/No-go Documentation			\$0	\$0
Final Detailed Deployment Plan			\$0	\$0
Organizational Change Management Effectiveness Assessment			\$0	\$0
Phase Closeout (to include System Tuning, Knowledge Transfer Assessment, Project Artifacts in Repository, Lessons Learned, Update Blueprint, Impact Assessment, and Transition Support to M&O Services)			\$0	\$0
Successful Deployment Documented (Final Migrated Data)			\$0	\$0
Phase			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0

**Enterprise Financial System (EFS) Cost Workbook
Implementation Services**

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

			\$0	\$0
			\$0	\$0
			\$0	\$0
Warranty Services				No Charge
Total Implementation - Core Phase		0		\$0

Implementation - Expansion Phase				
Description		Hours	Compo- site Rate	Total One-time Costs
Project Schedule	Project Planning		\$0	\$0
Project Team Training Plan			\$0	\$0
Project Team Training			\$0	\$0
Communication Strategy			\$0	\$0
Configured Environments (sandbox and development)			\$0	\$0
Project Management Plan			\$0	\$0
Business Process Organizational Change Management Strategy			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
Initial System Design Document	Initial Analysis and Design		\$0	\$0
Technical Architecture Strategy			\$0	\$0
EFS Implementation Strategy			\$0	\$0
Business Process Re-engineering Plan			\$0	\$0
Organizational Readiness Assessment			\$0	\$0
Business Process Organizational Change Management Plan			\$0	\$0
System Landscape, Technical and Business Design Strategy			\$0	\$0
Knowledge Transfer Strategy			\$0	\$0
End-User Training Strategy			\$0	\$0
Requirements Traceability Matrix			\$0	\$0
System Security Strategy			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
Data Conversion Strategy	Final Analysis and Design		\$0	\$0
Final System Design Document			\$0	\$0
Knowledge Transfer Plans			\$0	\$0
Business Intelligence Plan			\$0	\$0
Communication Plan			\$0	\$0
Business Continuity Strategy			\$0	\$0
Data Governance Structure Plan			\$0	\$0
PII Data Handling Plan			\$0	\$0

**Enterprise Financial System (EFS) Cost Workbook
Implementation Services**

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

External Requests Plan	and Design		\$0	\$0
Data Loss Prevention (DLP) plan			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
Detailed Functional and Technical Specifications, including requirements documents, use cases, and logical, data flow diagrams, architecture documents and physical data models inclusive of forms, reports, interfaces, conversions, enhancements, and workflow (FRICEW).	Configuration and Development		\$0	\$0
Test Plans: Integration, Parallel, Regression, Stress, Security and End-to-End			\$0	\$0
Test Scripts, Test Cases and Test Data			\$0	\$0
Data Conversion Plan			\$0	\$0
System Security Plan			\$0	\$0
Role-to-Position Mapping			\$0	\$0
Business Continuity Plan			\$0	\$0
End-User Training Plans			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
Test Plan: User Acceptance		Testing and Training		\$0
Training Curriculum Document			\$0	\$0
Documented Successful Testing Results			\$0	\$0
Enhanced Training Materials			\$0	\$0
Final Training Materials			\$0	\$0
Technical Documentation (including technical and architectural specifications, etc.)			\$0	\$0
End-User Training			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
System and End-User Documentation	Deployment and Go-Live Support		\$0	\$0
Post Production Support Plan			\$0	\$0
Go/No-go Meeting and Go/No-go Documentation			\$0	\$0
Final Detailed Deployment Plan			\$0	\$0
Organizational Change Management Effectiveness Assessment			\$0	\$0
Phase Closeout (to include System Tuning, Knowledge Transfer Assessment, Project Artifacts in Repository, Lessons Learned, Update Blueprint, Impact Assessment, and Transition Support to M&O Services)			\$0	\$0
Successful Deployment Documented (Final Migrated Data)			\$0	\$0
Phase			\$0	\$0

**Enterprise Financial System (EFS) Cost Workbook
Implementation Services**

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
Warranty Services				No Charge
Total Implementation - Expansion Phase		0		\$0

Implementation - Optional Phase				
Description		Hours	Compo- site Rate	Total One-time Costs
Project Schedule	Project Planning		\$0	\$0
Project Team Training Plan			\$0	\$0
Project Team Training			\$0	\$0
Communication Strategy			\$0	\$0
Configured Environments (sandbox and development)			\$0	\$0
Project Management Plan			\$0	\$0
Business Process Organizational Change Management Strategy			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
Initial System Design Document	Initial Analysis and Design		\$0	\$0
Technical Architecture Strategy			\$0	\$0
EFS Implementation Strategy			\$0	\$0
Business Process Re-engineering Plan			\$0	\$0
Organizational Readiness Assessment			\$0	\$0
Business Process Organizational Change Management Plan			\$0	\$0
System Landscape, Technical and Business Design Strategy			\$0	\$0
Knowledge Transfer Strategy			\$0	\$0
End-User Training Strategy			\$0	\$0
Requirements Traceability Matrix			\$0	\$0
System Security Strategy			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
Data Conversion Strategy			\$0	\$0
Final System Design Document			\$0	\$0
Knowledge Transfer Plans			\$0	\$0
Business Intelligence Plan			\$0	\$0
Communication Plan			\$0	\$0
Business Continuity Strategy			\$0	\$0

**Enterprise Financial System (EFS) Cost Workbook
Implementation Services**

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Data Governance Structure Plan	Final Analysis and Design		\$0	\$0
PII Data Handling Plan			\$0	\$0
External Requests Plan			\$0	\$0
Data Loss Prevention (DLP) plan			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
Detailed Functional and Technical Specifications, including requirements documents, use cases, and logical, data flow diagrams, architecture documents and physical data models inclusive of forms, reports, interfaces, conversions, enhancements, and workflow (FRICEW).	Configuration and Development		\$0	\$0
Test Plans: Integration, Parallel, Regression, Stress, Security and End-to-End			\$0	\$0
Test Scripts, Test Cases and Test Data			\$0	\$0
Data Conversion Plan			\$0	\$0
System Security Plan			\$0	\$0
Role-to-Position Mapping			\$0	\$0
Business Continuity Plan			\$0	\$0
End-User Training Plans			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
Test Plan: User Acceptance	Testing and Training		\$0	\$0
Training Curriculum Document			\$0	\$0
Documented Successful Testing Results			\$0	\$0
Enhanced Training Materials			\$0	\$0
Final Training Materials			\$0	\$0
Technical Documentation (including technical and architectural specifications, etc.)			\$0	\$0
End-User Training			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
System and End-User Documentation	Deployment and Go-Live Support		\$0	\$0
Post Production Support Plan			\$0	\$0
Go/No-go Meeting and Go/No-go Documentation			\$0	\$0
Final Detailed Deployment Plan			\$0	\$0
Organizational Change Management Effectiveness Assessment			\$0	\$0
Phase Closeout (to include System Tuning, Knowledge Transfer Assessment, Project Artifacts in Repository, Lessons Learned, Update Blueprint, Impact Assessment, and Transition Support to M&O Services)			\$0	\$0
			\$0	\$0

**Enterprise Financial System (EFS) Cost Workbook
Implementation Services**

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Successful Deployment Documented (Final Migrated Data)			\$0	\$0
Phase			\$0	\$0
Other (specify)			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
Warranty Services				No Charge
Total Implementation - Optional Phase		0		\$0

Notes:

1. All tasks associated with the Implementation Services proposed shall be included in the total one-time cost
2. Total one-time costs for optional functionality shall only be entered in the appropriate table above.

Enterprise Financial System (EFS) Cost Workbook
Ongoing Services

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Maintenance and Operations Services								
Description	Cost in FY21 (through and including 6-30-21)	At-Risk Fee Reduction Amount, FY21	Cost in FY22	Cost in FY23	Cost in FY24	Cost in FY25	Total Ongoing Costs	Total At- Risk Fee Reduction Amounts
Composite Rate for M&O Services	\$0	NA	\$0	\$0	\$0	\$0		
Core Phase M&O Services		\$0					\$0	\$0
Expansion Phase M&O Services		\$0					\$0	\$0
Optional Phase M&O Services		\$0					\$0	\$0
Select Hosting Option on Table of Contents worksheet		\$0					\$0	\$0
Total M&O Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Ongoing Services Options								
Business Process Outsourcing		\$0					\$0	\$0
Project Team Facilities		\$0					\$0	\$0
Ongoing Services Options	\$0							

Total Costs	\$0							
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Enterprise Financial System (EFS) Cost Workbook Ongoing Services

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Notes:

1. The Offeror shall base each payment schedule on its own proposed timeline and costs.
2. All tasks associated with the M&O services proposed shall be included in the total ongoing costs for that service.
3. The Offeror is required to hold pricing firm throughout the term of the agreement, including Optional renewal terms, without regard to the estimated annual percentages.
4. It is the responsibility of the Offeror to ensure spreadsheet calculations are correct.

Enterprise Financial System (EFS) Cost Workbook

Payment Schedule - Implementation Services

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

15%

Core Phase Payment Schedule																		
Payment Item #	Deliverable #	Name of Deliverable	Deliverable Group	Maximum Percentage for each Deliverable Group	Percent of Cost in FY21	Percent of Cost in FY22	Percent of Cost in FY23	Percent of Cost in FY24	Percent of Cost in FY25	Total Percent of Cost (Not to Exceed the Maximum Percentage)	Cost in FY21	Cost in FY22	Cost in FY23	Cost in FY24	Cost in FY25	Total Cost	Retainage Amount (15%)	Payment Amount
1	1	Project Schedule	Project Planning	10%						15.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Project Team Training Plan			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
3	3	Project Team Training			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
4	4	Communication Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
5	5	Configured Environments (sandbox and development)			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
6	6	Project Charter			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
7	7	Project Management Plan			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
8	8	Work Break Down Structure			1.0%	2.0%	3.0%	4.0%	5.0%		\$0	\$0	\$0					
9	9	Scope Change Management Tool			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
10	10	Issue/Risk Management Tool			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
11	11	Business Process Organizational Change Management Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
		Other (specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
12	12	Initial System Design Document	Initial Analysis and Design	10%						0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13	13	Technical Architecture Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
14	14	EFS Implementation Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
15	15	Business Process Re-engineering Plan			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
16	16	Organizational Readiness Assessment			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
17	17	Business Process Organizational Change Management Plan			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
18	18	System Landscape, Technical and Business Design Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
19	19	Knowledge Transfer Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
20	20	End-User Training Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
21	21	Requirements Traceability Matrix			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
22	22	System Security Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
		Other (specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
23	23	Data Conversion Strategy	Final Analysis and Design	15%						0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24	24	Final System Design Document			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
25	25	Knowledge Transfer Plans			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
26	26	Business Intelligence Plan			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
27	27	Communication Plan			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
28	28	Business Continuity Strategy			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
		Other (specify)			\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
					\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
					\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
					\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
					\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0					
29	29	Detailed Functional and Technical Specifications, including requirements documents, use cases, and logical, data flow diagrams, architecture documents and physical data models inclusive of forms, reports, interfaces, conversions, enhancements, and workflow (FRICEW).									\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30	30	Test Plans: Integration, Parallel, Regression, Stress, Security, and End-to-End									\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	31	Test Scripts, Test Cases and Test Data									\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32	32	Data Conversion Plan									\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Enterprise Financial System (EFS) Cost Workbook
Payment Schedule - Implementation Services
 Insert Offeror Name on Table of Contents worksheet
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15%

Expansion Phase Payment Schedule																				
Payment Item #	Deliverable #	Name of Deliverable	Deliverable Group	Maximum Percentage for each Deliverable Group	Percent of Cost in FY16	Percent of Cost in FY17	Percent of Cost in FY18	Percent of Cost in FY19	Percent of Cost in FY20	Total Percent of Cost (Not to Exceed the Maximum Percentage)	Cost in FY16	Cost in FY17	Cost in FY18	Cost in FY19	Cost in FY20	Total Cost	Retainage Amount (15%)	Payment Amount		
56	1	Project Schedule	Project Planning	10%						0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
57	2	Project Team Training Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
58	3	Project Team Training											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
59	4	Communication Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60	5	Configured Environments (sandbox and development)											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
61	6	Project Management Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62	7	Business Process Organizational Change Management Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Other (specify)											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
													\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
													\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
63	8	Initial System Design Document	Initial Analysis and Design	10%						0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
64	9	Technical Architecture Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
65	10	EFS Implementation Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
66	11	Business Process Re-engineering Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
67	12	Organizational Readiness Assessment											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
68	13	Business Process Organizational Change Management Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
69	14	System Landscape, Technical and Business Design Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
70	15	Knowledge Transfer Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
71	16	End-User Training Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72	17	Requirements Traceability Matrix											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
73	18	System Security Strategy								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
		Other (specify)								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
74	19	Data Conversion Strategy	Final Analysis and Design	15%						0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
75	20	Final System Design Document											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
76	21	Knowledge Transfer Plans											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
77	22	Business Intelligence Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
78	23	Communication Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
79	24	Business Continuity Strategy											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
80	25	Data Governance Structure Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
81	26	PII Data Handling Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
82	27	External Requests Plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
83	28	Data Loss Prevention (DLP) plan											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Other (specify)								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
84	29	Detailed Functional and Technical Specifications, including requirements documents, use cases, and logical, data flow diagrams, architecture documents and physical data models inclusive of forms, reports, interfaces, conversions, enhancements, and workflow (FRICEW).								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
85	30	Test Plans: Integration, Parallel, Regression, Stress, Security, and End-to-End.								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

Enterprise Financial System (EFS) Cost Workbook

Payment Schedule - Implementation Services

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										15%								
149	43	End-User Training	training							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		Other (specify)									\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
150	44	System and End-User Documentation	Deployment and Go-Live Support	20%						0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
151	45	Post Production Support Plan										\$0	\$0	\$0	\$0	\$0	\$0	\$0
152	46	Go/No-go Meeting and Go/No-go Documentation										\$0	\$0	\$0	\$0	\$0	\$0	\$0
153	47	Final Detailed Deployment Plan										\$0	\$0	\$0	\$0	\$0	\$0	\$0
154	48	Organizational Change Management Effectiveness Assessment										\$0	\$0	\$0	\$0	\$0	\$0	\$0
155	49	Phase Closeout (to include System Tuning, Knowledge Transfer Assessment, Project Artifacts in Repository, Lessons Learned, Update Blueprint, Impact Assessment, and Transition Support to M&O Services)										\$0	\$0	\$0	\$0	\$0	\$0	\$0
156	50	Successful Deployment Documented (Final Migrated Data)										\$0	\$0	\$0	\$0	\$0	\$0	\$0
157	51	Phase										\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Other (specify)										\$0	\$0	\$0	\$0	\$0	\$0	\$0
												\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Optional Phase Totals				100%	0%	0%	0%	0%	0%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Retained amount to be paid out at final acceptance																	\$0	
Grand Total - Core, Expansion, and Optional Phases										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Enterprise Financial System (EFS) Cost Workbook

Payment Schedule - Implementation Services

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

15%

Notes:

1. The Offeror shall list all deliverables as part of its proposed solution.
2. The percentages listed for the minimum list of deliverables above may not exceed the Maximum Percentages for each Deliverable Group, but can be decreased to allow for additional deliverables and associated percentages. The Percentage Total for each Deliverable and Deliverable Group shall not exceed 100%.
3. The Offeror is required to hold pricing firm throughout the term of the agreement, including optional renewal terms, without regard to the estimated annual percentages.
4. Deliverables shall be considered to have received acceptance subject to a 15% retainage which shall be paid upon acceptance of each
5. Offerors must at a minimum use the Deliverables listed above from the Minimum Deliverables List in the RFP. Offerors may add to the list in alignment with their Proposed Phase Plans, or they may use a Minimum Deliverable on multiple rows. However, Offerors must not change the deliverable numbers of the Minimum Deliverables list.
6. The Offeror may insert additional rows as required. It is the responsibility of the Offeror to ensure spreadsheet calculations are correct.

Enterprise Financial System (EFS) Cost Workbook

Offeror Assumptions

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Item #	Offer Section, Page, Paragraph	Description	Rationale, including Cost Impact if Assumption is not valid	Exact Proposed Alternative or Additional Language to Insert into Agreement (Highlight in Yellow)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Enterprise Financial System (EFS) Cost Workbook

Offeror Assumptions

Insert Offeror Name on Table of Contents worksheet

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13				
14				
15				
16				
17				
18				
19				
20				

Enterprise Financial System (EFS) Cost Workbook

Offeror Assumptions

Insert Offeror Name on Table of Contents worksheet

Select Hosting Option on Table of Contents worksheet

Notes:

1. The Offeror is required to state all assumptions upon which its pricing is being determined. At a minimum, assumptions shall include a description of the cost basis and rationale for each cost component. Insert as many lines as necessary to ensure all concerns are accurately expressed. Assumptions shall not conflict with the statutory requirements of the “State Attorney General (AG) General Conditions.”

2. The Offeror shall provide pricing consistent with the following:
 - Apply the pricing in accordance with the State's RFP specifications, requirements, terms and conditions (including “Exhibit 4, General Provisions for Goods and Services RFP-ERP-2020,” “Exhibit 5, State Attorney General (AG) General Conditions,” and “Exhibit 6, Selected Supplemental General Conditions”).
 - Clearly identify and explain all of the pricing assumptions made, upon which pricing is predicated including the cost/pricing impact if the assumption turns out not to be valid.
 - State if any charge is subject to Offeror Exceptions, and clearly specify those provisions and quantify their impact upon the charges.

3. Offeror shall specify any potential Overage Charges and the pre-notification to the State if the State is nearing a trigger (e.g. storage maximum, number of end-user maximum, number of transactions maximum, bandwidth maximum).