# Costs

## Cost Information Submission

Vendors must propose a summary of all applicable project costs in the matrix that follows. The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category. The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the University or face rejection of proposal. If your response to this RFP does not include an item listed below in the far left column, “Not Included” may be used.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | One-Time Cost | Annual Cost (Years 1-4) | Maximum Annual Increase (%) |
| Recommended application software, including all core modules to meet requirements detailed in Appendix B Work Order and Problem Management, Billing and Budgeting, Space Management, Asset Management, Warehouse Management, Self Service Management, and Service Catalog and all pricing for requirement items 126-191 |  |  |  |
| Recommended application software modules to meet requirements detailed in Appendix B Project Management |  |  |  |
| Recommended application software modules to meet requirements detailed in Appendix B Key and Lock Control |  |  |  |
| Other required software (please itemize) |  |  |  |
| Recommended hardware |  |  |  |
| Additional hardware modules, please specify |  |  |  |
| Other required hardware (please itemize) |  |  |  |
| Setup fees |  |  |  |
| Warranties |  |  |  |
| Maintenance |  |  |  |
| Total |  |  |  |

The proposal costs must be annualized to include a detailed itemization for all hardware by quantity and item, implementation/consulting services/personnel fees by resource type and number of hours, software by license, maintenance by item and term, permits by type, content by source, and any other items necessary for the service. The total of the itemized list must equal the total costs in the proposal.

The University is to be billed in one annual installment.

Travel expenses must not be billed separately. Proposal must take into account the cost of any travel expenses.

## No Unspecified Costs

Only items included in the itemized list will be considered part of the proposal and only those items will be included in any payments to the contractor.

If any component(s) necessary for operation of the requested system is omitted from Vendor’s proposal, the Vendor must be willing to provide the component(s) at no additional cost and included at the price in this RFP response. This includes, but is not limited to, all cabling, connectors, raceway, etc. necessary to render the configuration fully operational.

## Price Changes during Award or Renewal Period

## A price increase will not be accepted during the award period or the renewal period, unless stipulated in the contract. However, the University will always take advantage of price decreases.

## Expiration of Costs Proposed

The proposal response price must be guaranteed for a minimum of one-hundred twenty (120) days from bid opening date.

The University reserves the right to renew this contract with the winning vendor on an annual basis. The proposal response must include guaranteed prices for annual renewals up to four (4) years. The prices may be fixed or based on a maximum percentage increase.