

Proposal Budget and Contract Requirements



Proposal Budget

- You will submit an annual (12 month) budget with your proposal
- An example is provided on the website
 - It is an Excel Document – you may use it if you like
 - There are 6 tabs –
 - Line Item budget
 - Salary – Benefit Detail
 - Direct Svcs-Supp Detail
 - Admin-Indirect Detail
 - Start Up costs
 - The numbers in the detail tabs flow to the Line Item Budget - there are formulas and links

Budget continued

- You are not required to use this document
 - May use it as a guide
 - Can use your own terminology
 - May use a time and materials budget approach as well
 - It does give you a feel for the level of detail we want
- Submit questions on index cards via email or fax

County Standard Agreement

- If your proposal is selected – your organization WILL execute an agreement or contract with the County
- The County's standard agreement is included in the RFP documents for your review (Attachment A)
- Your proposal will include a cover sheet – Attachment D – that includes a written assurance that your organization would sign the contract in the event your proposal is selected

Concerns with Contract Terms

- Please have the appropriate individuals associated with your organization read the contract document carefully
- If you have questions about certain terms and conditions – write them on index cards or email them or fax them
- Please note – for the Indemnification Clause (Article 5) there is little flexibility

Terms for Negotiation

- If there are terms/conditions to which your organization objects:
 - Identify them in your proposal submission
 - Encourage you to summarize the reasons for your concern
 - You may want to offer alternatives – in concept
 - If you don't sign the cover sheet saying that you are OK with the Contract – your proposal will likely be rejected
 - If you don't identify any concerns with terms and conditions – County is under no obligation to negotiate