**SAMPLE**

**FORMAT FOR COST ANALYSIS**

1. Develop a detailed list of tasks and subtasks, based on the services requested in the RFP/RFQ.
2. Estimate the number of hours needed to complete each task and divide among staff with a variety of hourly rates.
3. Estimate materials, supplies, services or other direct costs for to complete each task.
4. Apply overhead rate *if applicable* to appropriate cost base for each task.
5. Apply profit rate *if applicable* to appropriate base for each task.
6. Sum all the elements of cost and profit for the task.

Contract Task 1: **Proposal Review**

Labor Cost

Estimated 10 proposals x 4 hours per proposal for Assistant Planner @ $20 per hour = $ 800.00 Estimated 10 proposals x 1.5 hours per proposal for Senior Planner @ $32.50 per hour = $ 487.50

Fringe Benefit @ 22% of Direct Labor Cost = $ 383.25

Total estimated Direct Labor Cost for completing **Proposal Review** Task $1,570.75

Materials and Services Cost

Estimated 15 copy pages per proposal x 10 proposals @ $.32 per page = $ 48.00

Estimated printing cost per proposal summary @ $3.50 ea x 10 = $ 35.00

Total estimated Materials and Services Cost for completing **Proposal Review** Task $ 83.00

Overhead

Overhead rate for federally funded contracts @ 32% x Direct Labor Cost = $ 502.64

Total estimated Costs for completing **Proposal Review** Task $2,156.39

Profit

Profit @ 8% of total estimated Cost $ 172.51

TOTAL PRICE for completing **Proposal Review** Task $2,328.90

Estimated unit price *if applicable* Total Price divided by # proposals = $232.89

**Repeat for Each Major Task**