**CITY AND COUNTY OF SAN FRANCISCO**

**DEPARTMENT OF BUILDING INSPECTION**

**AND**

**PLANNING DEPARTMENT**

**Request for Proposals for**

**Permit and Project Tracking System**

**Attachment C – Pricing Template**

**I. Submittal instructions**

The Pricing Template Attachment C must be provided with the ASP/Hosting Option Template Attachment D in one sealed envelope labeled “Permit and Project Tracking System Fee Proposal and ASP/Hosted Option by [PROPOSERS’ Name]”

The Price should include one-time and on-going costs. Details on assumptions by PROPOSERS should be included.

**II. One Time Costs**

Provide a Fixed Price bid for your proposed solution. The fee proposal must represent a comprehensive fee that encompasses all the PROPOSERS efforts and resources to satisfy the Scope of Work found in the RFP. The Fixed Price should incorporate all project related expenses including but not limited to labor, travel, and other costs.

CCSF intends to make payments dependent on the quality of work and on-time satisfaction of key milestones and deliverables.

1. **Identify the base hourly rates for all technical and professional team members.**

|  |  |
| --- | --- |
| Title | Hourly Rate |
| Insert response here. | $1,111.00 |
| Insert response here. | $1,111.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |
| Insert response here. | $0.00 |

1. **One Time Project Costs**
2. **Software**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***CCSF Assumptions / Requirements*** | ***PROPOSER’S Comments*** | ***Cost*** |
| **Software** | **See RFP, Section IIA Scope of Work, Software**  | Insert response here. | $0.00 |

**2. Implementation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***CCSF Assumptions / Requirements*** | ***PROPOSER’S Comments*** | ***Cost*** |
| **Implementation**  | **See RFP, Section IIB Scope of Work Implementation** | Insert response here. | $0.00 |
| Implementation Strategy | Provide a sound implementation strategy that ensures a smooth transition from the current system to the new system. | Insert response here. | $0.00 |
| Project Management | Provide project execution throughout all phases of the project including: design, development (including creating change control process), installation, testing, training, post-implementation support | Insert response here. | $0.00 |
| Business Operations Change Management | Facilitate discussions on business operations change management to increase buy-in by departments | Insert response here. | $0.00 |
| Analysis & Design | Based on internally performed analysis, provide best practices design solution to address the scope of work requested in RFP  | Insert response here. | $0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CCSF Assumptions / Requirements** | **PROPOSER’S Comments** | **Cost** |
| Data Conversion | Provide data analysis, conversion tools and implement data conversion for all required databases to meet the new system design/database relationships. While data clean-up will be performed by DBI and Planning departments, assistance from the Proposer may be required.  | Insert response here. | $0.00 |
| Configuration  | Implement configuration to address the scope of work found in the RFP. Provide configuration change tools for future updates and for bringing other city department on board.  | Insert response here. | $0.00 |
| Interfaces | Develop interfaces between the PPTS and other systems as requested in the RFP | Insert response here. | $0.00 |
| Installation | Installation includes both non-production and production environments as required per project execution plan.  | Insert response here. | $0.00 |
| Testing  | Provide unit testing, integration testing and system testing, and 90-day post go-live parallel testing, to occur in QA or Test Environments, Include preparation of test script/plans and preparation of test data.  | Insert response here. | $0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CCSF Assumptions / Requirements** | **PROPOSER’S Comments** | **Cost** |
| Training  | Provide user training for a team of trainers for each department (DBI and Planning). Provide IT training for each department. Provide training for system administration for each department. Include preparation of training materials and training data.  | Insert response here. | $0.00 |
| Public Portal  | Include development, testing and installation in both production and non-production environments.  | Insert response here. | $0.00 |
| Go-Live | Include Go-Live Readiness and 90 days post Go-Live support | Insert response here. | $0.00 |
| IT Governance | Include Technology, Business Rules, and Data | Insert response here. | $0.00 |
| Other | Provide details | Insert response here. | $0.00 |
| Total |  |  | $0.00 |

1. **Grand Total One Time Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Category*** | ***CCSF Assumptions / Requirements*** | ***PROPOSER’S Comments*** | ***Cost*** |
| Software | Insert response here. | Insert response here. | $0.00 |
| Implementation | Insert response here. | Insert response here. | $0.00 |
| Grand Total |  |  | $0.00 |

**III. On-going Costs**

**A. Enterprise License (**Assume that the system will be fully implemented in 24 months)

|  |  |  |
| --- | --- | --- |
| **Enterprise License** | ***PROPOSER’S Comments*** | **Cost** |
| Year one | Insert response here. | $0.00 |
| Year two | Insert response here. | $0.00 |
| Year three | Insert response here. | $0.00 |
| Year four | Insert response here. | $0.00 |
| Year five | Insert response here. | $0.00 |
| Total |  | $0.00 |

**B.** **Maintenance and Support (**Maintenance should begin after completion of the 90 days post go-live support)

|  |  |  |
| --- | --- | --- |
| **Maintenance and Support** | ***PROPOSER’S Comments*** | **Cost** |
| Year one | Insert response here. | $0.00 |
| Year two | Insert response here. | $0.00 |
| Year three | Insert response here. | $0.00 |
| Year four | Insert response here. | $0.00 |
| Year five | Insert response here. | $0.00 |
| Total |  | $0.00 |

1. **Total On-Going Cost**

|  |  |  |
| --- | --- | --- |
| ***Category*** | ***PROPOSER’S Comments*** | ***Cost*** |
| License | Insert response here. | $0.00 |
| Maintenance and Support | Insert response here. | $0.00 |
| Total On-Going Costs |  | $0.00 |

**IV. Grand Total Costs**

|  |  |  |
| --- | --- | --- |
| ***Category*** | ***PROPOSER’S Comments*** | ***Cost*** |
| One Time Costs | Insert response here. | $0.00 |
| On-Going Costs | Insert response here. | $0.00 |
| Grand Total Costs |  | $0.00 |