

**ATTACHMENT E - Cost Proposal Worksheet**

**Norfolk International Airport Identity Management system (IDMS) Project**

**Vendor -**

**General Pricing Workbook Instructions**

All costs must be identified within this pricing workbook. All proposal components (hardware, software, services, maintenance, misc) must be priced separately. Shipping costs and taxes must be identified. Vendor may return a copy of the Pricing Workbook as a PDF, but one submitted copy must remain in EXCEL format within the printed file and the electronic copy.

**1 - Hardware**

Vendor will specify the following information (within the description field below) for all proposed hardware including (but not limited to); Make, Model, Type and Warranty. Pricing shall not be “bundled”, all hardware and software will be priced on a “per unit bases”. Vendor will use the sections "Proposal Reference Page Number" to identify where in their proposal the relevant information can be located.

Item	Description	Quantity	Unit Price	Extended Price	Proposal Reference Page Number	Notes
<b>Sub-Total Hardware</b>				<b>\$0.00</b>		

**2 - Software**

Vendor will specify the following information (within the description field below) for all proposed software including (but not limited to); Name, Version and Type (O/S, application, interface). If the Vendor is proposing a "site license", the relevant terms and conditions must be referenced, including; maximum number of licenses (concurrent or consecutive), location and agency restrictions. Vendor will use the sections "Proposal Reference Page Number" to identify where in their proposal the relevant information can be located.

Item	Description	Quantity	Unit Price	Extended Price	Reference Page Number	Notes
<b>Sub-Total Software</b>						

**3 - Services**

Vendor will specify the following information (within the description field below) for all proposed services, including (but not limited to); Project Management, Configuration and Implementation, Interface Configuration and Implementation, Hardware Installation and Setup, Training, Development of Training Materials and if applicable Sub-Contractor services. Vendor will use the sections "Proposal Reference Page Number" to identify where in their proposal the relevant information can be located.

Item	Description	Quantity	Unit Price	Extended Price	Reference Page Number	Notes
<b>Sub-Total Services</b>						

**4 - Interfaces**

All "Optional Services & Interfaces" identified in the RFP are to be included in this section.  
Vendor will use the sections "Proposal Reference Page Number" to identify where in their proposal the relevant information can be located.

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>	<b>Proposal Reference Page Number</b>	<b>Notes</b>
<b>Sub - Total Optional</b>						

**5 – Maintenance Software**

Vendor will specify the following information (within the description field below) for all proposed maintenance charges including (but not limited to); Proposed Maintenance Period. Vendor will use the sections "Proposal Reference Page Number" to identify where in their proposal the relevant information can be located.

Item	Description	Quantity	Unit Price	Extended Price	Proposal Reference Page Number	Notes
Year 1 (Warranty)						
Year 2						
Year 3						
Year 4						
Year 5						
Year 6						
Year 7						
<b>Sub - Total Maintenance</b>						

**6 – Maintenance Hardware**

Vendor will specify the following information (within the description field below) for all proposed maintenance charges including (but not limited to); Proposed Maintenance Period. Vendor will use the sections "Proposal Reference Page Number" to identify where in their proposal the relevant information can be located.

Item	Description	Quantity	Unit Price	Extended Price	Proposal Reference Page Number	Notes
Year 1 (Warranty)						
Year 2						
Year 3						
Year 4						
Year 5						
Year 6						
Year 7						
<b>Sub - Total Maintenance</b>						

**7 - Miscellaneous**

Vendor will specify the following information (within the description field below) for all proposed miscellaneous charges including (but not limited to); Shipping, Travel, Documentation, Printing..etc.

Vendor will use the sections "Proposal Reference Page Number" to identify where in their proposal the relevant information can be located.

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>	<b>Proposal Reference Page Number</b>	<b>Notes</b>
<b>Sub - Total Miscellaneous</b>						

<b>8 - Project Cost Summary</b>		
<b>Item</b>	<b>Extended Price</b>	<b>Notes</b>
<b>8a - System Costs</b>		
Hardware		
Software		
Services		
Maintenance Software		
Maintenance Hardware		
Miscellaneous		
<b>Sub-Total System Costs</b>		
<b>8b - Optional Costs</b>		
<b>Sub-Total Optional Costs</b>		
<b>9 - Project Total Costs</b>		
<b>Total All Costs</b>		