



**Solicitation Information**  
25 Nov 09

**RFP # 7323310**

**TITLE: Aging & Disability Resource Center (ADRC)**

**Submission Deadline: 17 Dec 09 @ 2:00 PM (Eastern Time)**

Pre-Proposal Meeting: No

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than 3 Dec 09 @ 12:00 Noon (EST). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED:** No

**BOND REQUIRED:** No

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
[www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Rhode Island Department of Administration, Office of Purchases, on behalf of the State of Rhode Island, Department of Elderly Affairs, is requesting proposals from qualified vendors to provide a full service Aging & Disability Resource Center (ADRC), in accordance with the terms of this solicitation.

The Rhode Island Department of Elderly Affairs (RIDEA) is seeking one contractor to provide:

- A statewide information, referral and assistance phone line and walk-in center
- A comprehensive center that will include, but not be limited to the following services:
  - Screening
  - Assessment
  - Counseling
  - Eligibility Determination
  - Referrals
  - Web-based Interface

The focus of the ADRC is to serve as a primary gateway to home and community-based long term care services and institutional care. The ADRC shall ensure that all individuals have access to information, assistance, assessment and counseling services regarding home and community based services, institutional care and any other related long term care services.

As a result of this solicitation, the contractor selected shall work cooperatively in partnership with RIDEA program staff, and other state agency partners, Quality Partners of Rhode Island, and all regional POINTS, other walk-in sites, workgroups and advisory committees that address statewide planning, programs and resources as they relate to health care and long term care.

The contract awarded pursuant to this solicitation shall be for one year: approximately January 2010 through December 31, 2010, with an option for two (2) one-year extensions through December 31, 2012. No proposal submitted with a total budget that exceeds \$350,000.00 for a twelve month period (First budget period: January 1, 2009 through December 31, 2010) will be considered.

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

*Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.*

*Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or*

*materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.*

*All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.*

*Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.*

*All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.*

*Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.*

*In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).*

*Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.*

*It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal and approved by RIDEA.*

*The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site [www.rimbe.org](http://www.rimbe.org). To speak with an M.B.E. Officer, call (401) 457-8253.*

*Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.*

***Equal Employment Opportunity (RIGL 28-5.1)***

***§ 28-5.1-1 Declaration of policy.*** – (a) *Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.*

**BACKGROUND AND PURPOSE:**

**Background:**

In 2003, RIDEA was a proud recipient of the federally funded Aging and Disability Resource Center (ADRC) initiative grant; in 2006, RIDEA was awarded a continuation ADRC grant. The ADRC is known in Rhode Island as “THE POINT.” In September, 2009, RIDEA was awarded a three year ADRC grant by the U.S. Administration on Aging: “Empowering Individuals to Navigate their Health and Long Term Care Support Options.” RIDEA is now seeking a vendor to operationalize and manage all aspects of THE POINT.

RIDEA, through its agent, THE POINT, is committed to the empowerment of seniors and adults with disabilities to have greater control over their health and their lives by improving their ability to navigate the health care system and to make informed choices.

THE POINT shall improve access to information and establish linkages to long term care supports, to the RI health care community, and to chronic care services for ***seniors and adults with disabilities statewide***. THE POINT shall facilitate access to publicly funded services, as well as access to information, counseling, assessment and links to service for individuals regardless of age or income. Early intervention may result in better health and financial outcomes for the individual, as well as potential savings to the State and to the Medicaid program.

RIDEA establishes the following goals for THE POINT:

- Counsel and intervene with individuals at risk of entering an institution with the goal of providing them with information, screening, assessment and counseling that will allow them to make informed choices about the long term supports they need.
- Collect and disseminate timely and accurate information about the availability and quality of services supporting seniors and adults with disabilities.
- Facilitate the intake, assessment, and eligibility determination process for long term support services funded through Medicaid, the Older Americans Act or state

revenue to maximize the likelihood that individuals will be able to receive the support they need as quickly as possible.

- Follow-up with clients of THE POINT to ensure that appropriate linkages have been made and that needed services have been provided.
- Collect, organize and manage comprehensive information about services that seniors and adults with disabilities need or desire and identify gaps in available services.
- Assist the state in maximizing the benefit of limited resources by matching needs and preferences of seniors and adults with disabilities to the most cost effective setting.
- Establish effective partnerships with the health care community to ensure that individuals have access to the appropriate services and resources for better health outcomes.
- Collaborate with RI Department of Human Services (RIDHS) staff to expand supportive counseling and intervention for those Medicaid recipients who wish to live in the community and receive needed health care services at home.
- Collaborate with Quality Partners of Rhode Island to establish a system of formal linkages with the RI healthcare community.
- Coordinate and provide all required data and/or reports for an analysis of ADRC program effectiveness developed and implemented by Quality Partners of Rhode Island.
- Provide RIDEA with formal monitoring reports in a manner and at intervals required by contractual agreements.
- Collect and synthesize all required data in a manner and format as required by RIDEA.
- Provide ongoing promotional activities and materials in both customary and creative ways, and in collaboration with other state agencies and community partners, to engage the RI community in contacting THE POINT for assistance in making informed choices about health care and long term care services for themselves and their families.

### **Purpose**

THE POINT is operating in an environment affected by the following factors:

- An aging population and increases in survival rates for disabling conditions will increase the number of individuals requiring long term supports and increase the costs of these services.
- Pressure will increase to contain state and federal spending for these services, although the extent of that pressure will fluctuate over time.
- States will require greater ability to match individuals to the most cost-effective client-centered service plan and to collect and analyze data on the individuals they support in order to make informed policy decisions.
- The Centers for Medicaid and Medicare (CMS) approved the RI Global Compact Waiver in January, 2009, to expand community-based services for long term care needs and a system to ensure that individuals have access to information about their long term care options in the community.

THE POINT will be uniquely situated to serve as a primary portal to long term care supports and services. It is designed to be a principal mechanism for allowing Rhode Island to control costs by creating a well-informed populace aware of their long term care options to remain in the community and receive needed health care.

THE POINT will provide a comprehensive call and walk-in center that: 1) is centrally located within the State; 2) is accessible to an efficient system of public transportation; and 3) includes the following range of screening, assessment, counseling, and referral services, provided in a manner that promotes the dignity and independence of the client:

- *Intake:* The process through which inquiries are initially answered with the goal of quickly and efficiently routing the individual to the most appropriate information source or type of service.
- *Benefits Counseling:* Benefit Specialists will be available to ensure that individuals receive assistance in navigating a complex system and in applying for public and private benefits for which they are eligible.
- *Linkage to Health Care and Chronic Long Term Care:* THE POINT will establish and maintain effective working relationships with the provider community in order to efficiently connect individuals in need of support and services with the appropriate providers of these services.

THE POINT will serve as a portal to all publicly and privately administered chronic/long term care supports.

**The contractor will be responsible for the following tasks and deliverables:**

- The contractor will establish a call and walk-in center;
- The contractor will provide sufficient physical space to house the appropriate number of benefits specialists and to provide areas for confidential counseling for walk-in clients;

- The contractor will install a phone system, computer system and all furnishings and office equipment necessary to accomplish the goals of THE POINT.
- The contractor will employ one full time coordinator to manage, coordinate and organize all activities and responsibilities within this solicitation. The scope of work described within does not exceed one full time coordinator.
- The contractor will employ and train benefit specialists to staff THE POINT during hours of operation. THE POINT coordinator will determine staffing levels based on call volume statistics which will be provided upon award. The workforce must include, at a minimum, bilingual capacity in Spanish during all operating hours. THE POINT must establish links to provide service capacity in other languages, common to the RI population.
- The contractor shall develop a plan to implement the AIRS (Association of Information and Referral Specialists) Standards for Information, Referral and Assistance. These Standards include, but are not limited to the following:
  - THE POINT will act as a knowledgeable and courteous initial client contact that sets the tone for successful consultation or referral.
  - THE POINT will provide the public with a toll-free number, TTY and email capabilities.
  - THE POINT will answer all inquiries with a system that ensures that a client speaks directly with a person, as opposed to an answering machine or voicemail, where practicable.
  - THE POINT will be open during customary business hours, with extended hours, as required by RIDEA, in response to increases in the volume of contacts.
  - THE POINT will have a mechanism for routing after hour inquiries through a staffed answering service, either privately or publicly run, including 2-1-1 services; this provision must be included in this proposal.
- The contractor must work in partnership with all walk-in sites or “regional POINTs.” This partnership will include, but not be limited to the following:
  - Scheduling appointments for home visit services throughout the state.
  - Coordinating and organizing training events, staffing trade shows and development of public relations materials.
  - Participating in workgroup and advisory committee meetings.
  - Ongoing training and interaction with Customer Information Specialists in regional POINTs within the community.
- The contractor must have the capacity to provide the following:
  - Meet physical accessibility requirements, in accordance with all state/federal laws and regulations, and be able to provide information and assistance to walk-ins in a location that offers privacy and is easily accessible by public transportation.
  - Use a database of caller information to determine if a caller has previously contacted THE POINT.
  - Identify the problem leading to the inquiry, the knowledge and capacities of the inquirer, and the urgency of the problem, to determine how to approach the information-giving service.

- Provide information, which is updated through continual revision at intervals sufficiently frequent to ensure accuracy of information and comprehensiveness of content, about services, resources, providers and programs related to long term or chronic care and community services and benefits.
- Indicate to the client those agencies or providers that may be capable of meeting the client's need(s). Assist in linking clients to those resources and organizations. Resources may include, but are not limited to:
  - Adult Protective Services for abuse, neglect and exploitation
  - Transportation
  - Health and nutrition service providers
  - Legal and financial issues advisors
  - Employment, training and vocational rehabilitation programs
  - Education, recreation, and volunteerism opportunities
  - Housing Agencies
  - Long-Term Care Ombudsman Program and other advocacy groups
  - Related health and social service hotlines
  - Licensing and quality monitoring agencies for health care services
- Refer calls with defined legal issues to the proper authorities. These include calls that must, by law, be handled by RIDEA Adult Protective Services (APS), the police department, the fire and emergency medical services, and any agency responsible for serving specific populations.
- Refer all inquiries for urgent or emergency service or in which the client's needs cannot be determined to the coordinator of THE POINT. The coordinator will determine the urgency of the call and the appropriate course of action.
- The contractor will collect and report all information as required by RIDEA. Examples of such information will include but not be limited to: sufficient demographic information (name and address) and applicable data concerning the client's condition, setting or need for information, counseling or a direct link to the most appropriate individual or agency.
- The contractor will establish, in collaboration with RIDEA, an impartial Advisory Board comprised of consumers, professionals and advocates who will meet quarterly with RIDEA and THE POINT coordinator to provide information and recommendations regarding policies and operations of THE POINT.
- The contractor will complete and submit all required reporting to RIDEA. Reports will include, but not be limited to the following:
  - Call Tracker Reporting
  - ADRC Monthly Report
  - ADRC Semi-Annual Report
  - SHIP Talk
  - SMP Smart Facts
  - All required federal and state grant reports
  - Financial Monthly Report

- The contractor will develop and implement a system of customer satisfaction tracking for clients of THE POINT and will provide a written report on the results to RIDEA once a year or at other intervals as required by RIDEA.
- The contractor will employ and train a sufficient number of benefit specialists to staff THE POINT. Benefit specialists should demonstrate a working knowledge of no less than the following topics:
  - RI Medical Assistance: eligibility guidelines, programs and products
  - Medicare: eligibility guidelines, programs and products
  - Long Term Care financial planning
  - Social Security: SSI, SSDI
  - RI Pharmaceutical Assistance for the Elderly
  - Federal Health Promotion programs: SHIP, SMP, MIPPA
  - Resources for individuals with dementia, and their caregivers
  - Housing issues, including tax sales and Homestead Tax Credits
  - Information on age discrimination
  - Supportive home services, home modifications, DME
  - Heating assistance
  - Reverse mortgages, Long Term Care financial planning
  - General relief
  - Legal services referrals
  - Community-based services, such as: home care, adult day care, respite, assisted living, transportation, senior centers, PERS, etc.
  - Nutrition services: congregate and home-delivered meals, SNAP
  - Federal programs, including: Senior Companion Program, National Family Caregiver Support Program
  - Programs and benefits for veterans
  - Protective services
  - Mental health/behavioral health resources
  - Patient Coaching models
  - Hospital discharge planning resources
- The contractor will assist all partners, other community agencies and individuals with inquiries about federal and state rules and regulations for government benefits and programs.
- The contractor will field basic inquiries and detailed questions from individuals regardless of age or income to facilitate navigation through the long term care system.
- The contractor will serve as a resource to family members and caregivers in gathering information and assisting in completing applications for the client.
- The contractor will organize, schedule and conduct trainings for all ADRC staff, including regional staff, on long term care programs, benefits, eligibility requirements and processes for application.
- The contractor will identify systems barriers for individuals and bring those issues to the attention of RIDEA.
- The contractor will organize, schedule and facilitate quarterly Advisory Board meetings and workgroup meetings on an ad hoc basis.

- The contractor will consider advisory board recommendations for changes to operating policies and procedures.
- The contractor will continue to provide appropriate ADRC services to an individual with no limit on the number of times an individual may reasonably contact THE POINT for assistance.
- The contractor will update the ADRC website in a timely and thorough manner.
- The contractor will respond to all website queries on a timely basis.
- The contractor, will establish and maintain effective working relationships with the RI health care community in order to ensure better health outcomes for clients.
- The contractor will perform other necessary duties as may be stipulated in a revision to the contractual agreement with RIDEA and for which the contractor will be compensated.

### **QUALIFICATIONS:**

The contractor will provide all services and materials to support this project. To be considered, offerors must demonstrate proven experience in the following areas:

- Ability to develop materials for all levels of education/understanding.
- Provision of information to multi-cultural populations (at least two languages, in addition to English).
- Capacities to recruit, hire, train and sustain a qualified work force.
- Identify all staff and/or subcontractors proposed as members of the project team and the duties, responsibilities and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications with complex public sector programs and/or benefit programs.
- Provision of a detailed budget for the above requirements in the format required by RIDEA and included in this request for proposal (Attachment A).
- Ability to generate sophisticated data driven reports on all program activities, as required by RIDEA and the U.S. Administration on Aging.
- Commitment of resources and staff to a social services and advocacy mission to link elders, adults with disabilities, their families and caregivers to information, services and support to ensure better health outcomes and choices for long term care.

### **CONTRACT TERMS:**

*The contract issued pursuant to the request for proposal shall be awarded for a one year period January 1, 2010 through December 31, 2010 (contingent on continued funding). The contract will allow for two(2) one year extensions through December 31, 2012, based on satisfactory performance of the contractor and availability of funding, as determined by RIDEA.*

*The contract issued pursuant to the request for proposal shall include a budget of no more than \$350,000 for a twelve month period (First budget period: January 1, 2010-*

December 31, 2010). RIDEA reserves the right to negotiate final contracts that allow for increasing and decreasing staffing support for this project based on the volume of service. RIDEA reserves the right to increase or decrease the amount awarded for staffing in this contract based on the documented level of need. RIDEA reserves the right to increase or decrease contractor responsibilities based on future needs and funding availability.

#### CONDITIONS:

*The following conditions shall be incorporated into any grant that results from this RFP. This listing is not inclusive of all requirements.*

##### 1. Changes

*Any proposed change in this grant shall be submitted in writing to the Director of RIDEA. Any amendment to provisions of this contract shall be valid only when it has been signed by both parties and attached to this contract.*

##### 2. Acknowledgement of Funding sources

*All publicity and printed material relating to the performance of this contract must indicate the assistance of the RI Department of Elderly Affairs.*

##### 3. Availability of Funds

*It is expressly understood that all funds obligated in this contract are contingent upon receipt of funds by the Department of Elderly Affairs. The DEA reserves the right to reduce its financial obligation, postpone funding, or terminate this agreement.*

##### 4. Compliance with Auditing Requirements

*The contractor will comply with all DEA auditing policies and procedures.*

##### 5. Reports

*The vendor shall keep and maintain a record of time spent in performing the services required, and upon request, present such as records to the State of Rhode Island. The vendor must provide quarterly program and financial reports to include but not limited to the number of program participants, program completed, referrals and volunteers recruited and trained (see attached).*

##### 6. Prohibited Interest

*No member, officer, trustee, or employee of the DEA shall have any interest – direct or indirect – in this grant or the proceeds thereof.*

##### 7. Equal Employment Opportunity/Non-Discrimination

*In connection with the execution of this grant, the contractor shall not discriminate against any employee, or applicant for employment, or recipient of service, because of race, religion, color, sex, age, national origin, or handicap. In the event of contractor's non-compliance with the Equal Employment Opportunity/Non-Discrimination clauses of this grant, or with any of said rules, regulations, or orders, this grant may be cancelled, terminated or suspended in whole or in part, and contractor may be declared ineligible for further DEA grants.*

##### 8. Grant Termination

*DEA may terminate this grant, or any portion of it, by serving written notice of termination on contractor. The notice shall state whether the termination is for convenience of DEA or for default of contractor. If the termination is for default, the notice shall state the manner in which contractor has failed to perform the*

*requirements of the grant. Contractor shall account for any property in its possession paid for from funds received from DEA, or property supplied to the contractor by DEA.*

**9. Indemnifications**

*The contractor shall indemnify and hold harmless DEA and the State of RI from and against all loss, costs, liability, damage, and expense whether direct, consequential, or incidental; for personal injury and for property damage and expense arising out of, or resulting in whole or in part, directly or indirectly, from work or operations under the contract while acting in good faith and within the scope of employment.*

**EVALUATION CRITERIA:**

Responses will be evaluated utilizing the following criteria:

1. Previous Experience and Background (15 points)
2. Agency Capacity (15 points)
3. Workplan/Approach (50 points)
4. Suitability of Cost Proposal (20 points)

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or his designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

**RESPONSE CONTENTS:**

The Division of Purchases **MUST** receive proposals to provide services covered by this request on or before the date and time indicated on page one of this solicitation.. Responses received after this date and time as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an **original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked: RFP # 7323310 - Aging & Disability Resource Center" to:

RI Department of Administration  
Division of Purchases (2<sup>nd</sup> Floor)  
One Capitol Hill  
Providence, RI 02908-5855

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services, including completion of the Cost Proposal Summary form, enclosed, and
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

**Attachment A**

**RHODE ISLAND DEPARTMENT OF ELDERLY AFFAIRS**

**PROPOSED BUDGET: ADRC GRANT**

**Period of Performance: FROM:**

**TO:**

**AGENCY NAME:**

**DATE:**

**ADDRESS:**

**PROGRAM:**

**TELEPHONE:**

**FEIN #:**

<b>COST CATEGORY</b>	<b>AMOUNT</b>
<b><i>DIRECT PROGRAM COSTS</i></b>	
PERSONNEL	\$
FRINGE BENEFITS	
CONSULTANTS	
IN-STATE TRAVEL	
OUT-OF-STATE TRAVEL	
PRINTING	
SUPPLIES	
EQUIPMENT	
EDUCATION MATERIALS	
OTHER	
<b>TOTAL DIRECT CHARGES:</b>	\$
<b>INDIRECT CHARGES (14%):</b>	\$
<b>OTHER RESOURCES:</b>	
USED AS MATCH	
CASH	\$
IN KIND	\$
NOT USED AS MATCH	
CASH	\$
IN KIND	\$
<b>TOTAL USED AS MATCH:</b>	\$
<b>TOTAL USED AS NON-MATCH:</b>	\$
<b>TOTAL REQUEST:</b>	\$

**BUDGET JUSTIFICATION**

**DETAIL OF PERSONNEL**

<b>NAME</b>	<b>POSITION TITLE</b>	<b>HOURLY RATE</b> \$	<b>TOTAL ANNUAL SALARY</b> \$	<b>TOTAL ANNUAL FRINGE</b> \$	<b>TOTAL ANNUAL SALARY &amp; FRINGE</b>

<b>TOTAL REQUEST</b>		\$	\$	\$	\$

**DETAIL OF CONSULTANT**

<b>NAME</b>	<b>POSITION TITLE</b>	<b>HOURLY RATE \$</b>	<b>NUMBER OF HOURS</b>	<b>COST \$</b>
<b>TOTAL REQUEST</b>		\$	\$	\$

**EXPLANATION OF OTHER DIRECT EXPENSES**

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>

**EXPLANATION OF INDIRECT AND/OR OVERHEAD EXPENSES**

<b>EXPENSE CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>