



**Solicitation Information
March 18, 2016**

RFP# 7550420

TITLE: Rhode Island 21st Century Community Learning Centers Statewide Evaluation

Submission Deadline: April 15, 2016 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, March 28, 2016 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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

**GAIL WALSH
CHIEF BUYER**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Proposals (RFP)

Rhode Island 21st Century Community Learning Centers Statewide Evaluation

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to provide statewide evaluation services for the Rhode Island (RI) 21st Century Community Learning Center (21st CCLC) grant, in accordance with the terms of this solicitation. The RI 21st CCLC grant provides high quality, academically-oriented afterschool and summer enrichment programs for students from high poverty, low-performing schools. Potential offerors should propose to develop and implement a 3-year statewide evaluation of the grant, with options for extending the project for up to two additional years, if mutually agreed and if funding permits. The evaluation should expand upon previous evaluation activities and test the validity of the RI 21st CCLC Theory of Action.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

Potential offerors are advised to review all sections of this solicitation 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. PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED. The "Official" time clock is in the reception area of the Division of Purchases.

It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror's proposal and the subcontractor(s) to be used are identified in the proposal.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

In accordance with Title 7, Chapter 1.2 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.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or Dorinda.keene@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

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.

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 or via email raymond.lambert@doa.ri.gov.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a)
Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

BACKGROUND/OVERVIEW

INTRODUCTION

The Rhode Island Department of Education (RIDE) manages the Rhode Island (RI) 21st Century Community Learning Centers (21st CCLC) initiative, through a United States Department of Education (USDOE) grant. This grant provides high quality, academically-oriented afterschool and summer enrichment programs for students from high poverty, low-performing schools. A key requirement of the federal grant is a “Comprehensive evaluation (directly, or through a grant or contract) of the effectiveness of programs and activities assisted under this part.” [Elementary and Secondary Education Act, as amended, Title IV, Part B, Sec. 4202(c)(3)(C)]

Subgrants are provided to eligible schools and community- or faith-based organizations on a competitive basis to develop and implement high-quality, academically-focused after school and summer programs. Currently, the RI 21st CCLC initiative includes 39 grants, which serve over 12,000 students from 53 elementary, middle and high schools throughout the state.

PREVIOUS STATEWIDE EVALUATION

In addition to internal evaluation efforts, a statewide evaluation of the RI 21st CCLC initiative was conducted by an external evaluator between 2011 and 2014. The evaluation had three primary research questions:

1. To what extent is there evidence that students participating in services and activities funded by 21st CCLC demonstrated better performance on the outcomes of interest *as compared with similar students not participating in the program?*
2. To what extent is there evidence that students participating in services and activities funded by 21st CCLC grants *more frequently* demonstrated better performance on the outcomes of interest?
3. To what extent is there evidence of a relationship between center and student characteristics and the likelihood that students demonstrated better performance on desired program outcomes?

In the final year, that evaluation further looked at:

1. How does program quality impact student experience in terms of the research questions; and
2. What are youth experiencing in the program in terms of social-emotional and non-cognitive outcomes?

Key findings included:

In terms of state assessment results, little to no significant impact was observed. There was a statistically significant, positive impact of 21st CCLC on reading achievement for students attending 21st CCLC programming for 30 days or more, but the effect size was small (.055 standard deviation units higher than the comparison group), and no other significant effects were observed (for reading or mathematics).

The effects of 21st CCLC participation on unexcused absences and disciplinary incidents were more pronounced. Statistically significant, negative effects of 21st CCLC

participation were found for both unexcused absences and the number of disciplinary incidents at both the 30 days or more and 60 days or more treatment levels (i.e., students participating in 21st CCLC at these levels had fewer unexcused absences and disciplinary incidents than did students in the non-participation group).

Vinson, M. and Hutson, M. 2014. *Rhode Island 21st Century Community Learning Center Program Evaluation: Evaluation Report 2011-12*, pp. ii-iii

Full reports and results can be found on the RIDE website at:

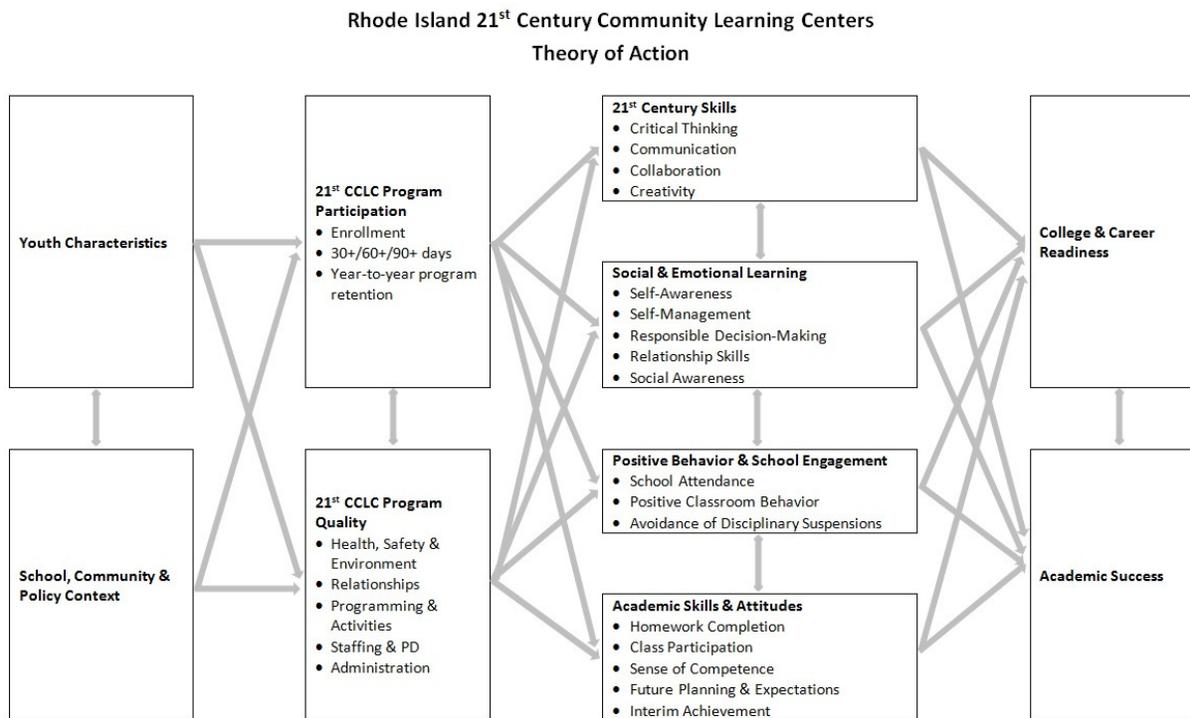
<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/RI21stCCLC-Impact-Report-2011-12.pdf>

and

<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/RI21CCLC-Evaluation-Descriptive-Report-2014.pdf>.

THEORY OF ACTION

The following schematic depicts the state’s current Theory of Action for 21st CCLC:



Program participation (i.e. dosage) and program quality are presumed to be the primary drivers which lead to positive outcomes for students. These outcomes include the development of important skills and an increase in positive attitudes and behaviors – broadly grouped as 21st Century skills, social and emotional learning, positive behavior and school engagement, and academic skills and attitudes. These outcomes then support long-term goals of college and career readiness and academic success.

PURPOSE

The purpose of this solicitation is to identify an entity to develop and implement a 3-year statewide evaluation of the Rhode Island 21st Century Community Learning Center initiative, with options for extending the project for up to two additional years, if mutually agreed and if funding permits. This evaluation should expand upon the previous statewide evaluation, with the goal of furthering understanding of, and testing the validity of, the Theory of Action. In particular, the new evaluation should focus more intently on program quality and expand the types of indicators of student outcomes measured (e.g. to include social and emotional learning or 21st Century skills etc.).

It should be noted that the state has an existing subgrantee monitoring and accountability system. The purpose of this evaluation is not to augment this system by identifying performance issues with individual subgrantees or to result in consequences for individual subgrantees. Rather, it is to provide insight for the state – and for the field as a whole – into the combined impact of program quality and regular program participation on a variety of positive student outcomes.

Following upon the recommendations of the previous statewide evaluation impact report, the anticipated overarching research questions for this evaluation are:

- To what extent are RI 21st CCLC subgrantees engaging in practices that are theorized to be of *higher quality* and linked to desirable student outcomes?
- Is there evidence that students participating *regularly* in *higher quality* RI 21st CCLC-funded activities demonstrate better performance on outcomes of interest?

The Bidder may rephrase these research questions, split them into multiple questions, and/or add to them, as appropriate. The Bidder-proposed evaluation must address these overarching research questions, however.

EXISTING DATA

Currently, subgrantees track program data, including student attendance, on one of several locally maintained applications such as YouthServices.net. Each fall, RIDE receives extracts of the previous fiscal year's programmatic data, including student demographics, activities, student activity attendance, staffing, and teacher surveys. Student-level data are then matched by RIDE staff with data in RIDE's Data Warehouse, allowing for analysis of a wealth of current and historical data. RIDE's Data Warehouse includes enrollment status, IEP/LEP/Title I status, state annual assessments, school attendance, suspensions from school, graduation status, RI growth model, teacher-course-student records, and more. (See RIDE's Data Dictionary at <https://www.eride.ri.gov/eRide40/DataDictionary/Default.aspx> for more information on the various state collections). In addition, some local, interim assessment data is collected by RIDE. Student grades are not currently collected by RIDE.

The selected Bidder will enter into a Data Sharing and Confidentiality Agreement with RIDE, adapted from RIDE’s standard template for researchers. The vendor must comply with the provisions of that agreement, as well as related applicable laws, including the Family Educational Rights and Privacy Act of 1974.

Program data are available going back to the 2011-12 fiscal year, should the proposed evaluation use a longitudinal study design – or include a longitudinal component (e.g. assessing the impact of program participation over multiple years). A longitudinal approach is not required, however, nor is it as high an evaluation priority for RIDE as addressing the impact of quality and expanding the range of student indicators assessed. A longitudinal component should be considered as a strategy for the optional 4th and 5th years of the contract.

RIPQA PROCESS

The evaluation design should build upon the existing history, experience and infrastructure of the RI 21st CCLC initiative. In particular, the state and subgrantees in Rhode Island have made a multi-year investment in the Rhode Island Program Quality Assessment (RIPQA) process. It is assumed that the evaluation project will incorporate elements of the RIPQA process in its design, without posing undue burdens upon subgrantees and without interfering with the integrity of the RIPQA Process. Currently, subgrantees are on a cycle whereby they undergo the full RIPQA process every other year for up to 6 years *per grant* and every 3 years thereafter. The full process includes working closely with one of three trained Quality Advisors hired under a contract with the Rhode Island After School Plus Alliance, an initiative of the United Way of Rhode Island. The process includes:

- Conducting observations of at least 3 activities (Form A),
- Conducting an organizational assessment (Form B),
- Reviewing the “Evidence Binder,” which provides documentation of meeting programmatic, fiscal and legal requirements and of program quality,
- Developing a proposed action plan to address identified recommendations, and
- Providing technical assistance to support these quality improvement efforts.

For more information about RIPQA, see

<http://www.ride.ri.gov/StudentsFamilies/EducationPrograms/After-School21stCenturyCLCs.aspx#12122-for-21st-cclc-grantees>.

Results of this process, including Form A scores, are available going back multiple years. Bidders should be aware, however, that by design, Form A assessments are not randomly assigned; activities to be observed are selected by the grant director or site coordinator. Strong consideration should therefore be given to conducting a limited number of additional, randomly-assigned observational assessments by trained observers.

GRADE SPANS

RI 21st CCLC sites serve a range of grade spans, ranging from sites primarily with students in lower elementary grades to sites with only high school students. To the extent practicable, Bidders should propose an evaluation design that addresses this range appropriately and minimizes the exclusion of sites from the project.

PARTNERSHIPS

Bidders are welcome to submit a proposal in partnership with one or more other entities with complementary expertise, if that would strengthen the evaluation design. Such a partnership is not required. If submitting as a partnership, one entity should be the designated applicant; all forms should come from that entity. Other partners should be listed as subcontractors. The nature of the partnership, roles and responsibilities should be clearly outlined in the both the technical proposal and the cost proposal. Any potential conflicts of interest by any partner in this evaluation should be explicitly disclosed in the proposal, along with a description of plans to minimize the impact of those conflicts of interest.

LEVERAGED FUNDS

It is assumed that, if done well, the results of this evaluation will be of interest to a variety of stakeholders nationally. Bidders are therefore encouraged to leverage additional resources that add value to the evaluation. Additional consideration will be given to proposals which are able to demonstrate a commitment of supplemental funds to the project. If applicable, the Technical Proposal should include information on the source of the leveraged funds and how those funds will be spent. It should also describe how those funds will bolster the evaluation plan. Documentation of any leveraged funds should be included as an attachment to the Technical Proposal.

LOCAL EVALUATION

Experience has shown that some subgrantees struggle to design or implement an effective local evaluation on limited resources. Therefore additional consideration will be given to proposals which, on top of the statewide evaluation, bolster the capacity of subgrantees to conduct required local evaluation activities. This could be in the form of:

1. Local-level data analysis and reports,
2. Individualized or small-group technical assistance,
3. Easy-to-use tools, and/or
4. Full-scale local evaluation services.

If any of the first three bullet items are offered, they should be provided at no additional cost to RIDE or to subgrantees. Full-scale local evaluation services may be offered for a reasonable fee, if additional data collection is required.

BUDGET NARRATIVE

A budget narrative must be included with the *Technical Proposal*. The budget narrative must mirror the categories of the *Cost Proposal* and clearly outline all costs of each phase of the project. It should specify staffing levels and rates, and provide details on any subcontracted costs or other purchased services.

SCOPE OF WORK

TASKS

1. Refinement of the evaluation design, in consultation with RIDE and other stakeholders, at start-up and annually, as needed;
2. Development of evaluation tools and protocols at start-up and annually, as needed;
3. Adaptation and signing of RIDE Data Sharing and Confidentiality Agreement;
4. Meetings or calls with the RIDE 21st CCLC Manager at least monthly and as needed;
5. Orientation of subgrantees related to the evaluation process;
6. Appropriate training of subgrantees related to the evaluation tools and protocols;
7. Ongoing support and technical assistance to subgrantees, as needed;
8. Implementation of the evaluation process;
9. Collection of data via multiple mechanisms;
10. Analysis of data and information;
11. Presentation of results to subgrantees and to the RI 21st CCLC Steering Committee, and other state-level groups, as appropriate at least annually;
12. Provision of guidance to subgrantees sharing this information with local stakeholders;
13. Preparation of draft annual reports and a three-year summary report and revision, based on input and feedback from RIDE;
14. Development of recommendations, based on evaluation results;
15. Submission of final annual reports and a three-year summary report;
16. Other tasks, as appropriate, to be determined as the process proceeds.

PROJECT SCHEDULE

The Technical Proposal must outline a complete three-year evaluation plan and schedule of tasks and deliverables. It should also outline plans for optional fourth and fifth years which expand upon the results of the first three years.

DELIVERABLES

1. Evaluation plan, tools and protocols;
2. Agenda and/or plans for orientation and trainings;
3. Index of data sources for information and evaluation;
4. Guidance materials for subgrantee presentations;
5. Agendas and materials for state-level presentations of results;
6. Annual reports; and
7. Final report, including recommendations.

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Bidders are expected to demonstrate:

- Comprehensive understanding of RIDE's goals for the statewide evaluation, including the theory of action for RI 21st CCLC;
- Understanding of out-of-school time programming;

- Thorough knowledge of the 21st Century Community Learning Center grant;
- Comprehensive understanding of youth program quality improvement, including the RIPQA;
- Awareness of the USDOE-sponsored 21st CCLC data collection system;
- Experience evaluating out-of-school time programs;
- Extensive experience in program evaluation design and implementation;
- Expertise in analyzing data, including experience with large data sets;
- Understanding of available Rhode Island school data sets;
- Expertise in presenting and communicating evaluation results.

In addition,

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project and *curricula vitae* outlining individuals' education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

TERMS OF THE CONTRACT

The contract will begin **upon issuance of a state purchase order (estimated July 1, 2016)** and end **June 30, 2019**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **two additional years** with additional funding, if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date & time listed. **Send your questions in Microsoft Word format.** Please reference the RFP# on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For

computer technical assistance, call the help desk at (401) 222-3766 or Lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A ***separate sealed*** Cost Proposal as described below.
3. A *separate* Technical Proposal (see below) 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. The Technical Proposal should include a Budget Narrative.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

TECHNICAL PROPOSAL/REQUIRED ELEMENTS

1. Contractor Understanding of the Issues	10 points
2. Work Plan (including Budget Narrative)	30 points
3. Capacity of the Agency Effectively to Administer the Project	15 points
4. Quality of Key Personnel (including <i>Curriculum vitae</i>)	15 points
<hr/>	
Total Technical Proposal	70 points
	(Out of 100 total. See Cost Proposal below.)

The technical proposal must be 15-20 pages in length and respond to each area of the required elements listed above, in addition to a separate cost proposal (see below). Supplemental information may be appended to the technical proposal.

The work plan should include a schedule of tasks, activities and deliverables, in accordance with the Scope of Work outlined above. It should also include a detailed budget narrative that outlines how project goals will be reached.

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 her designee, who will make the final award decision.

To advance to the cost evaluation phase, the technical proposal must receive a minimum of 40 out of a maximum of 70 technical points. Any technical proposals scoring less than 40 points will not have the cost proposals opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 40 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

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.

A notice of bid protest pursuant to R.I. General Law 37-2-52 must be filed with the chief purchasing officer by the protestor in accordance with the guidelines provided in Section 1.6 of the State of Rhode Island Procurement Regulations, which can be accessed at the following link:

<http://www.purchasing.ri.gov/RIVIP/publicdocuments/RULES2011/SEC1.pdf>

The contract agreement resulting from this award will include all provisions outlined in Title 2 of the Code of Federal Regulations, Chapter 2, Appendix II to Part 200. These provisions can be accessed at the following link: www.ecfr.gov

COST PROPOSAL/TERMS OF PAYMENT

5. Cost Proposal

30 points

**(Out of 100 total. See
Tech. Proposal above.)**

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. *The*

total three-year cost of the contract is not to exceed \$150,000. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

FY 2017	July 1, 2016 through June 30, 2017
FY 2018	July 1, 2017 through June 30, 2018
FY 2019	July 1, 2018 through June 30, 2019

Please note that reimbursement for travel within the continental United States will be limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

APPENDIX A

BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>		
	Year 1 FY17	Year 2 FY18	Year 3 FY19
1. Employee Salary and Benefits	0	0	0
2. Purchased Services	0	0	0
3. Supplies and Materials	0	0	0
4. Travel	0	0	0
5. Printing	0	0	0
6. Office Expense	0	0	0
7. Other: <i>(describe)</i>	0	0	0
8. Other: <i>(describe)</i>	0	0	0
Subtotal	0	0	0
Indirect Cost *	0	0	0
TOTAL	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

*** Attach a copy of the approved indirect cost documentation**

BUDGET DETAIL SHEET *
 FISCAL YEAR 2017

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TOTAL REQUEST				\$

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL \$
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		
TOTAL REQUEST		\$

* Please include a detail budget sheet for each state fiscal year (July 1–June 30)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

BUDGET DETAIL SHEET *
 FISCAL YEAR 2018

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TOTAL REQUEST				\$

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL \$
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		
TOTAL REQUEST		\$

* Please include a detail budget sheet for each state fiscal year (July 1–June 30)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

BUDGET DETAIL SHEET *
 FISCAL YEAR 2019

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TOTAL REQUEST				\$

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL \$
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: (describe)		
Indirect Cost		
TOTAL REQUEST		\$

* Please include a detail budget sheet for each state fiscal year (July 1–June 30)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.