

Budget Example

(does not have to be used as a template for RFP response)

Labor Expenses															
Consultant Team Member Name	Role in Study	Kick-off and Scope Refinement	Task 1:	Task 2: Literature Review	Task 3: Practice	Task 4: Evaluate	Task 5: Develop	Task 6: Review s	Task 7: Identify Criteria Methods	Task 8:	Project Reports Presentation	Training and Implementation Support	Total Hours	Direct Rate	Total Direct Labor Cost
	QA/QC	2	2	0	0	2	2	0	0	0	8	4	20	\$	\$
	Principal	20	4	16	20	8	24	4	24	4	46	28	198	\$	\$
	Analyst	20	0	52	40	10	50	10	75	8	80	40	385	\$	\$
	Analyst	4	28	0	0	0	5	10	5	0	16	0	68	\$	\$
	Analyst	4	0	0	0	20	0	0	20	0	6	8	58	\$	\$
Total:		50	34	68	60	40	81	24	124	12	156	80	729		\$
Overhead @ X%:															\$
Fixed Fee @ X%:															\$
Total Labor Cost:															\$
Direct Expenses															
Subcontractor: A															\$
Subcontractor: B															\$
Travel and Transportation															\$
Printing and Shipping															\$
Other															
Total Project Cost:															\$

Subconsultants

	Estimated Hours	Rate	Total
A	150	\$86.00	\$12,900.00
B	100	\$80.00	\$8,000.00

Travel and Transportation

	Assumption	Volume	Unit Cost	Total
Airfare	2 trips for 2 persons + 1 trip for 1 person	5	\$700.00	\$3,500.00
Hotel	2 trips for 2 persons + 1 trip for 1 person - 2 nights	10	\$120.00	\$1,200.00
Rental Car	3 trips - 2 days per trip	6	\$75.00	\$450.00
Meals	2 trips for 2 persons + 1 trip for 1 person - 2 days	10	\$25.00	\$250.00
Misc. and Fuel		3	\$100.00	\$300.00
				\$5,700.00

Task, Meeting, and Deliverable Cost Breakout

	Labor	Travel	Total
<i>Meeting 1: Project Kickoff</i>			
<i>Deliverable: Revised Scope</i>			
Task 1			
Task 2			
Task 3			
Task 4			
Task 5			
Task 6			
Task 7			
<i>Meeting 2: Interagency Meeting (Task 7) / Progress Meeting</i>			
Task 8			
<i>Deliverable: Final Report</i>			
<i>Deliverable: Project Summary</i>			
<i>Deliverable: Project Presentation</i>			
<i>Meeting 3: Project Presentation</i>			
<i>Deliverable: Training Materials</i>			
Implementation Support			
Printing and Shipping Expenses			
Other			
Total:			