**WIOA One-Stop Operator RFP December 2018**



1801 Rockville Pike, Suite 320

Rockville, Maryland 20852

**BUDGET SUMMARY OF COST WORKSHEET**

*In-Excel with Budget Narrative*

**BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

LINE ITEM BUDGET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LINE ITEM** | **DETAIL** | **PROPOSED BUDGET**  **Initial Contract**  **Date - Date** | **PROPOSED CONTRIBUTION**  **Cash OR In-Kind**  **Date - Date** | **PROPOSED BUDGET**  **Extension Contract**  **Date - Date** |
| **SALARY and WAGES:** | (Identify Each Position)  One Stop Operator |  | $ | $ |
|  | $ |
|  | Administrative Staff | $ | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  | TOTAL SALARY and WAGES: TOTAL FRINGE BENEFITS:  *@ Percentage Rate*  EXAMPLES (Identify Each Program Expense) | $ | $ | $ |
| **FRINGE BENEFITS:** | $ | $ | $ |
|  | % | % | % |
|  |  |  |  |
|  | Office Space | $ | $ | $ |
|  | Equipment (Computer) |  | $ | $ |
|  | Repair and Maintenance |  | $ | $ |
|  | Instructional Materials | $ | $ | $ |
|  | Internet/Telephone/Fax | $ | $ | $ |
|  | Office Supplies | $ | $ | $ |
|  | Utilities |  | $ | $ |
|  | Copying/Printing | $ | $ | $ |
|  | Meetings |  | $ | $ |
|  | Staff (Local Travel) | $ | $ | $ |
|  |  |  |  |  |
| **Indirect Cost Rate:**  *(If applicable)* | TOTAL DIRECT COST: | $ | $ | $ |
| TOTAL OF ALL COST CATERGORIES: | $ | $ | $ |
|  | TOTAL INDIRECT COST RATE: | $ | $ | $ |
|  | @Percentage Rate | % | % | % |
|  | TOTAL OF ALL COST CATEGORIES PLUS INDIRECT  COST RATE: | $ | $ | $ |
| **Profit** | TOTAL PROFIT @ % |  |  |  |
|  | Total Budget |  |  |  |