



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

RFP COST PROPOSAL

Revised 02/2020

RFP NUMBER: [Distribution of Rental Assistance](#)

RFP TITLE:

[March 5, 2021](#)
2:00 p.m. (CST)

RFP DEADLINE:

[Purchasing Bid Dropbox](#)
www.danepurchasing.com

**PROPOSALS
MUST BE
SUBMITTED TO:**

[Purchasing Bid Dropbox](#)
www.danepurchasing.com

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

COST PROPOSAL			
VENDOR NAME:		DANE COUNTY VENDOR #:	

Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal.

- a. Please indicate the total amount of funding you are requesting from the County in your proposal. List other funders and funding amounts, if applicable. Also include other information necessary to understand your budget such as a unit cost or a per person cost if appropriate.
- b. Please indicate the number of clients to be served and the total number of units of service being proposed.
- c. Please indicate how much of the total funds being requested from the County will be allocated for personnel costs/administration/outreach related to the program, and how much of the requested funds will be allocated to direct assistance to program participants. Administration/outreach costs will be capped at 7.5%.
- d. Per federal guidelines, at least 90% of available funding must be spent on direct assistance.