

ATTACHMENT C: COST PROPOSAL

Responders must submit "Attachment C – Cost Proposal" form as their cost proposal.

Responders must provide cost information for all deliverables identified in the Tasks and Deliverables section below. Responders may propose additional deliverables if they believe they are necessary to successfully complete the work; however, all required deliverables must be included in the cost proposal. Detail the number of hours estimated to complete each deliverable and all hourly rates used, and calculate the total cost of each deliverable. For ongoing activities, Responders should estimate the total hours and costs anticipated for the entire initial contract period.

The hourly rates must include all costs, including but not limited to: compensation, travel expenses, equipment, supplies, and administrative costs including indirect costs and staff time related to management of the contract.

Travel expenses, including mileage, lodging, meals, and other travel-related costs, must be included in the proposed hourly rates and/or deliverable costs. No separate reimbursement for travel expenses will be provided under the resulting contract.

Responder must submit the cost proposal as a separate document(s) from the technical proposal. Do not include any cost information in the technical proposal. The Proposal must be open for acceptance until a contract is executed, the Solicitation is cancelled, or 180 days after the due date and time of the Solicitation, whichever comes first.

For purposes of developing the cost proposal, Responders should assume technical assistance will be provided to multiple rural health care organizations and Tribal Nations across Minnesota during the initial contract period. Responders should provide reasonable estimates of staffing hours and costs based on their proposed approach and the tasks and deliverables described in this RFP.

Tasks and Deliverables.

The recipient(s) will use funds to provide TA to rural Minnesota health care organizations and Tribal Nations participating in the RHTP. To advance Minnesota's RHTP work, collaborative work among all grantees and contractors will take place. The recipient(s) will collaborate with other RHTP-funded TA vendors to achieve RHTP goals.

The number of organizations receiving technical assistance may vary throughout the contract period. Responders should develop cost estimates based on the proposed approach and anticipated level of effort necessary to complete the required tasks and deliverables.

- Provide coordinated and cohesive technical assistance. Technical assistance should be provided in both virtual and in-person formats.
- Develop and implement a plan for one-to-one TA provision, collaborative networking and TA opportunities among TA recipients, written TA materials, and other modalities of support as needed.
- Identify existing tools, readiness assessments, policies, procedures, guidelines, and best practices to support implementation. As approved by MDH and as needed, research new and promising practices to inform implementation of RHTP work and support the development of technical assistance plans.
- Develop materials and provide TA as needed to support organizations with understanding and implementing culturally relevant guidelines, models, policies, procedures, and tools.
- Provide summaries to MDH every other month of the technical assistance requests by organization and the solutions or strategies applied. Highlight successes and potential areas of risk among TA recipients.
- Provide an annual report on work completed and relevant progress.
- Engage in collaborative partnership with other TA vendors and MDH to achieve the overall RHTP TA and transformation goals.
- Collaborate with MDH on development of reportable metrics and outcomes relevant to the proposed project.

- Participate in regular meetings with MDH staff monthly and more often as needed.

Deliverable	Job Title	Description of this position's role in achieving the deliverable	Hours	Maximum Hourly Rate	Total
Provide coordinated and cohesive TA. TA should be provided in both virtual and in-person formats for up to 125 grantees. TA should be available to grantees at minimum once per month per organization.					
Within the first 3 months of contracting, develop a plan for one-to-one TA provision, collaborative networking and TA opportunities among TA recipients, written TA materials, and other modalities of support as needed.					
Within the first 6 months of contracting, implement the plan for one-to-one TA provision, collaborative networking and TA opportunities among TA recipients, written TA materials, and other modalities of support as needed.					
Identify existing tools, readiness assessments, policies, procedures, guidelines, and best practices to support implementation. As approved by MDH and as needed, research new and promising practices to inform implementation of RHTP work and support the development of TA plans.					
Develop materials and provide TA as needed to support organizations with understanding and implementing culturally relevant guidelines, models, policies, procedures, and tools.					
Provide bimonthly (every other month) summaries to MDH of the TA requests by organization and the solutions or strategies applied. Highlight successes and potential areas of risk among TA recipients.					
Provide an annual report on work completed and relevant progress.					
Engage in regular (quarterly) collaborative partnership with other TA vendors and MDH to achieve the overall RHTP TA and transformation goals.					
Collaborate with MDH on development of reportable metrics and outcomes relevant to the proposed project.					
Participate in regular (monthly, more often as needed) meetings with MDH staff.					
TOTALS					