INSTRUCTIONS RFP BUDGET TEMPLATE:

Please open the respective template file tab and read the below guidance at the same time. This will allow for a clear understanding of how to work within the template file. Once you understand the mechanics of the template, **please delete the sample data** in all unprotected "white" fields in the turquoise section, so you can begin entering only data relevant to your specific submission.

1. In the turquoise section, you will enter the proposed costs for this RFP. This should include all information from budget categories A-F, G/A, as well as ***your number of consumers to serve***. FTE's in Category A are to be broken down between direct care, administration, and support. Category B is to be broken down between medical/clinical consultants, and non-medical/clinical consultants.

2. Please use the ***"Explanatory Budget Notes"*** column to help support anything that you feel needs to be explained in written word for evaluators to understand your intent regarding any cost/volume data populated in your template submission. Please provide notes, as well as, calculations that support any and all offsetting revenue streams. If you double up expenses on one budget line, please provide the individual expense details in the budget notes. Many cells are protected, but you can expand rows to give more room in the notes column should you need it.

3. General and Administrative Costs should be recorded in the template per the instructions in the RFP. That is, only additional G&A associated with this proposal should be included, not your normal G&A rate.

7. Make sure to remember to place your Agency name in the subject line when you send your template in ***Excel*** format.

SAVE ALL YOUR WORK, REVIEW AND PREPARE TO SEND IN *EXCEL* FORMAT.