

Cost Proposal and Narrative

**California Department of Public Health
California Tobacco Control Program
Tobacco Education Clearinghouse of California**

Total Budget Amount for the 60 month term (not to exceed \$14,00,000.00(Fourteen Million Dollars):

60-month Total

The fully-loaded costs to complete the specified activities over the term of the contract.	\$
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Provide a clear and comprehensive narrative that describes how costs were calculated/determined for the 60-month term and why this Cost Proposal demonstrates a cost-effective and cost-competitive use of project funds. Please include the following in the narrative:

- A. Personnel: Identify each position/classification that is responsible for completing the Scope of Work (SOW) activities and paid with project funds. For each position/classification, provide a brief description the duties, responsibilities, and activities to be performed and an explanation for the Full Time Equivalent (FTE) percentage.
- B. Subcontractors and Consultants: Identify the agency, individual's name, and/or specialized expertise of each subcontractor and/or consultant who will provide the specialized effort directly related to activities in the SOW. Describe the activities/services to be performed and an explanation for the FTE percentage.
- C. Equipment: Identify the equipment to be purchased. Include a justification for the proposed equipment and identify which staff will utilize it. Include the breakdown of costs for each proposed equipment item. All equipment that is purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement shall be considered state equipment and the property of CDPH.
- D. Travel: Identify the travel and training expenses required to support the SOW activities. For each trip and training, identify the: location, reason for travel, role of attendees, benefit to State and/or Agency, and a description of the cost associated to the travel. A statement is to be added to acknowledge the travel expenses will be reimbursed at the current rate identified by the California Department of Human Resources (CalHR). Include the breakdown of costs for proposed travel including registration fees, airfare, mileage, meals, lodging and incidental expenses. No travel outside the state of California shall be reimbursed without prior authorization from the CDPH.
- E. Other Direct Costs: Identify other costs associated with completing the activities in the SOW (e.g., incentives, duplication, office supplies, software). The justification must identify the need for the other cost.