**Appendix C – Cost Matrix Submittal Worksheet**

This appendix directs the Offeror to provide pricing for each discrete element listed in the following tables. Two (2) sets of tables are provided as representative of our expectation for the Offeror’s Cost Submittal, and provide for two cost components: 1) License Based and 2) Custom Deliverables.

Offerors **must** use these tables as format, and respond to each element requested to confirm that the listed component either is or is not included as part of their bid. The Offeror can also choose to include other information in its Cost Submittal that amplifies or clarifies components that might not appear in the tables.

The Offeror is **not required** to provide costs for **every element** requested by the PA OAG.

For the License-Based component, the Offeror must indicate which functional elements called for in the RFP are included in the software license. Licensing must be listed as cost and duration covering at least two hundred (200) concurrent users, with “concurrent” defined as offering the OAG the absolute right to create as many users with rights to access the system as desired, with license costs solely assessed on the number of users accessing the system at any given time.

If the Offeror is fulfilling a requirement with a Custom Deliverable, that custom deliverable must be listed separately and priced separately. Offeror will invoice the PA OAG up to and including the dollar figure, but not beyond. The deliverable(s) for each element must be approved via the project’s governance and acceptance process before the Offeror can issue an invoice and request payment. OAG expects that all costs are all inclusive, including overhead and administrative costs, and there will be no additional costs incurred beyond those included in the proposal.

Based on the two tables, the Offeror must then provide a three (3) year cost proposal, which should be based upon the aggregate cost of all licenses and aggregate cost of any Custom Deliverables proposed by the Offeror. The cost proposal should include the ability to add on additional users in increments of twenty five (25) users.

The Offeror should also provide and describe their per hour rates for Professional Services. These services may be employed in the event that the OAG requires deliverables that become apparent during the engagement and there is a mutual agreement that the requirements were not within the scope of the initial RFP.

Note that the Offeror will be permitted to recalculate and resubmit its Cost Proposal should the Offeror obtain the needed score to participate in the second round of evaluation. The revised submission will be considered the Best and Final Offer (BAFO) from the Vendor.

| **License Based** |
| --- |
| **Element #** | **Title** | **Checklist of what is included in the software license for the Element** | **X****indicates includes** |
| 01 | Core Case Management |  |  |
|  |  | 1. A function to enter and maintain core Case data.
 |  |
|  |  | 1. A function to create, maintain, and query entity and contact data.
 |  |
|  |  | 1. A consistent and controlled data capturing environment that will enforce the use of templates for forms and standards for system user interfaces.
 |  |
|  |  | 1. Duplicate case entry is prevented programmatically.
 |  |
|  |  | 1. Have the ability to maintain the history of a case from the discovery information and documents through to the case closing.
 |  |
|  |  | 1. Have the ability to close cases and track the activities that must be completed such as; attempting to recover costs, status of final disposition, issuing reminders for outstanding arrest and warrants, reporting the disposition of seized assets, etc.
 |  |
|  |  | 1. Functions to associate calendar events with case/docket/file numbers, integrate the events with the calendars of individuals assigned to the case, and share calendars across one or more organizations. Provide for a tickler components using the current technology used by the PAOAG.
 |  |
|  |  | 1. Functions to create, execute, and maintain process workflows and update a case based on an event.
 |  |
|  |  | 1. A function to extract and bundle case data and artifacts so to provide a complete rendering or brief of the case.
 |  |
|  |  | 1. A function to expunge an entity from the all stored data and demonstrate that the entity never existed.
 |  |
|  |  | 1. A function to intake seized and forfeited assets and track them to the final disposition.
 |  |
|  |  | 1. Default and customizable dashboards for first line users up to executive level management.
 |  |
|  |  | 1. Provide geospatial data, such as the addresses of crimes or notable events that relate to a case in order to graphically plot and display crime types, etc.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
| 02 | Document and File Management |  |  |
|  |  | 1. A function to capture and store a document or file (including audio and video) and associate it with a case.
 |  |
|  |  | 1. Ability to edit files using their native software while in the case, i.e. MS Word files using the MS Office suite.
 |  |
|  |  | 1. A function to perform Optical Character Recognition (OCR) on image file during document intake.
 |  |
|  |  | 1. A function to perform full text search on a content repository.
 |  |
|  |  | 1. A function that provides an automated file retention schedule that includes rules based processes.
 |  |
|  |  | 1. Ability to interface and be integrated with MS SharePoint.
 |  |
|  |  | 1. Utilize document drafting rules, use electronic forms with autofill capabilities, and perform mail merge functions.
 |  |
|  |  | 1. A function to redact files.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
| 03 | Collaboration and Correspondence Management |  |  |
|  |  | 1. Functions to create, receive, and manage all types and forms of correspondence and associate them with a case.
 |  |
|  |  | 1. A function to intake complaint data and produce an automatic acknowledgment.
 |  |
|  |  | 1. Support interactions between PAOAG personnel and PAOAG personnel and external entities including manually or automatic responses to citizen mail
 |  |
|  |  | 1. Ability to have event triggered actions.
 |  |
|  |  | 1. Ability to link cases to the contacts, generate emails from contact addresses, and maintain a contact diary.
 |  |
|  |  | 1. A function that provides online review and approval (electronic signature).
 |  |
|  |  | 1. Produces alerts if claims or cases are related using specific rules.
 |  |
|  |  | 1. Provides links to outside information sources like PA and Federal agencies, JNET, Westlaw and LexisNexis and if they conduct any data exchange.
 |  |
|  |  | 1. A function to create correspondence files that are usable by bulk printing solutions.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
| 04 | Financial Tracking and Accountability Management |  |  |
|  |  | 1. Functionality that provides the management of the financials related to a case; e.g. income and expenses.
 |  |
|  |  | 1. Functionality that provides the management of the financials for assets related to a case specifically the expenses and revenue of forfeitures.
 |  |
|  |  | 1. A function to record and manage the human resource time expended on a case; straight time, overtime and other time as defined.
 |  |
|  |  | 1. A function that provides for task based billing.
 |  |
|  |  | 1. Provide reports showing the total cost for case resources (personnel and other) and activities.
 |  |
|  |  | 1. A function to manage drug seizure funds; “buy” money, “seized” money.
 |  |
|  |  | 1. Integration with financial control systems like SAP and QuickBooks.
 |  |
|  |  | 1. A function that provides debt collection services and functions e.g. produce dunning letters, interact/interface with collection agencies, process payments, etc.
 |  |
|  |  | 1. A function for managing and returning contracts.
 |  |
|  |  | 1. A function for online routing and distribution of contracts. Also contract matching including; workflow management, automatic scheduling, event ticklers and approval rules.
 |  |
|  |  | 1. The ability to input, manage, and conduct financial tracking of expert witness contracts affiliated with a case or cases.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
|  |  | **Total Annual Cost (US Dollars) =** |  |

| **Custom Deliverables** |
| --- |
| **Element #** | **Title** | **Item Proposed for Custom Delivery** | **Cost (US Dollars)** |
| 01 | Core Case Management |  |  |
|  |  | 1. A function to enter and maintain core Case data.
 |  |
|  |  | 1. A function to create, maintain, and query entity and contact data.
 |  |
|  |  | 1. A consistent and controlled data capturing environment that will enforce the use of templates for forms and standards for system user interfaces.
 |  |
|  |  | 1. Duplicate case entry is prevented programmatically.
 |  |
|  |  | 1. Have the ability to maintain the history of a case from the discovery information and documents through to the case closing.
 |  |
|  |  | 1. Have the ability to close cases and track the activities that must be completed such as; attempting to recover costs, status of final disposition, issuing reminders for outstanding arrest and warrants, reporting the disposition of seized assets, etc.
 |  |
|  |  | 1. Functions to associate calendar events with case/docket/file numbers, integrate the events with the calendars of individuals assigned to the case, and share calendars across one or more organizations. Provide for a tickler components using the current technology used by the PAOAG.
 |  |
|  |  | 1. Functions to create, execute, and maintain process workflows and update a case based on an event.
 |  |
|  |  | 1. A function to extract and bundle case data and artifacts so to provide a complete rendering or brief of the case.
 |  |
|  |  | 1. A function to expunge an entity from the all stored data and demonstrate that the entity never existed.
 |  |
|  |  | 1. A function to intake seized and forfeited assets and track them to the final disposition.
 |  |
|  |  | 1. Default and customizable dashboards for first line users up to executive level management.
 |  |
|  |  | 1. Provide geospatial data, such as the addresses of crimes or notable events that relate to a case in order to graphically plot and display crime types, etc.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
| 02 | Document and File Management |  |  |
|  |  | 1. A function to capture and store a document or file (including audio and video) and associate it with a case.
 |  |
|  |  | 1. Ability to edit files using their native software while in the case, i.e. MS Word files using the MS Office suite.
 |  |
|  |  | 1. A function to perform Optical Character Recognition (OCR) on image file during document intake.
 |  |
|  |  | 1. A function to perform full text search on a content repository.
 |  |
|  |  | 1. A function that provides an automated file retention schedule that includes rules based processes.
 |  |
|  |  | 1. Ability to interface and be integrated with MS SharePoint.
 |  |
|  |  | 1. Utilize document drafting rules, use electronic forms with autofill capabilities, and perform mail merge functions.
 |  |
|  |  | 1. A function to redact files.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
| 03 | Collaboration and Correspondence Management |  |  |
|  |  | 1. Functions to create, receive, and manage all types and forms of correspondence and associate them with a case.
 |  |
|  |  | 1. A function to intake complaint data and produce an automatic acknowledgment.
 |  |
|  |  | 1. Support interactions between PAOAG personnel and PAOAG personnel and external entities including manually or automatic responses to citizen mail
 |  |
|  |  | 1. Ability to have event triggered actions.
 |  |
|  |  | 1. Ability to link cases to the contacts, generate emails from contact addresses, and maintain a contact diary.
 |  |
|  |  | 1. A function that provides online review and approval (electronic signature).
 |  |
|  |  | 1. Produces alerts if claims or cases are related using specific rules.
 |  |
|  |  | 1. Provides links to outside information sources like PA and Federal agencies, JNET, Westlaw and LexisNexis and if they conduct any data exchange.
 |  |
|  |  | 1. A function to create correspondence files that are usable by bulk printing solutions.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
| 04 | Financial Tracking and Accountability Management |  |  |
|  |  | 1. Functionality that provides the management of the financials related to a case; e.g. income and expenses.
 |  |
|  |  | 1. Functionality that provides the management of the financials for assets related to a case specifically the expenses and revenue of forfeitures.
 |  |
|  |  | 1. A function to record and manage the human resource time expended on a case; straight time, overtime and other time as defined.
 |  |
|  |  | 1. A function that provides for task based billing.
 |  |
|  |  | 1. Provide reports showing the total cost for case resources (personnel and other) and activities.
 |  |
|  |  | 1. A function to manage drug seizure funds; “buy” money, “seized” money.
 |  |
|  |  | 1. Integration with financial control systems like SAP and QuickBooks.
 |  |
|  |  | 1. A function that provides debt collection services and functions e.g. produce dunning letters, interact/interface with collection agencies, process payments, etc.
 |  |
|  |  | 1. A function for managing and returning contracts.
 |  |
|  |  | 1. A function for online routing and distribution of contracts. Also contract matching including; workflow management, automatic scheduling, event ticklers and approval rules.
 |  |
|  |  | 1. The ability to input, manage, and conduct financial tracking of expert witness contracts affiliated with a case or cases.
 |  |
|  |  | 1. Additional Deliverables, including:
	1. (To be defined by vendor)
 |  |
|  |  |  **Custom Deliverables - Total Cost (US Dollars)**  |  |

**Summary Three Year Cost Spreadsheet**

|  |  |  |
| --- | --- | --- |
|  | **One Time Charges** | **Three Year Cost** |
| 1. **Software Licenses (Minimum 200 Concurrent Users)**
 |  |  |
| 1. **Custom Deliverables**
 |  |  |
| 1. **Training/Project Management**
 |  |  |
| 1. **Maintenance/Customer Support**
 |  |  |
| **Total** |  |  |

**Additional Price Information:**

**Incremental Annual Cost for 25 additional licenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Professional Services**

| **Role #** | **Title** | **Description of the responsibilities delivered by the role** | **Rate/hour****(US dollars)** |
| --- | --- | --- | --- |
| 01 | [Title] |  |  |
| 02 | [Title] |  |  |
| 03 | [Title] |  |  |
| 04 | [Title] |  |  |
| 05 | [Title] |  |  |
| 06 | [Title] |  |  |
| 07 | [Title] |  |  |
| 08 | [Title] |  |  |
| 09 | [Title] |  |  |
| 10 | [Title] |  |  |
| 11 | [Title] |  |  |
| 12 | [Title] |  |  |
| 13 | [Title] |  |  |
| 14 | [Title] |  |  |