10.4 Annex Cost Breakdown

Cost Breakdown Instructions:

Proposers must provide the information requested herein (ANNEX 10.4 Cost Breakdown). Proposers are encouraged to offer the most cost-effective solution that optimally and fully meets the requirements described in the RFP. The financial section must include **all** **the** **costs** for all products and services that are part of the proposer's solution using the format presented in this document. This document will be used for the evaluation of section 8.1 (Cost Breakdown), to provide a standard evaluation for all proposers for each solution and/or service offered.

▪ The breakdown for the financial proposal is mandatory according to this annex and the request for proposal.

▪ The instructions for binding and submitting the financial proposal section were given in the request for proposal in section 5.0 and its respective subsections (Section 5 General Requirements).

▪ The proposer must set all its prices in United States dollars and must include all the charges for which the OAT would have a cost. That is, **all** expenses, charges, cost of assets and any other resources costs that the proposer incurred to provide the solution offered. If a charge is subject to special conditions, the proposer must specify those conditions and quantify their impact on the charges.

▪ The proposer must identify and specify any recurring annual charges to be assumed by OAT after the termination of the contract or warranty resulting from this request for proposal.

▪ The proposer **must** refrain from adding rows or items in the cost breakdown, and shall use only the provided spaces.

RFP 23-02RFP :	Electronic Notary Signature
Service:	Solution for electronic signature for notaries

Setup and Implementation: Detail the costs associated to *initial* setup and configuration of the solution. This refers to unique costs related to implementation (*one-time costs*). If costs are based on blocks, detail the unit cost per user per block. Remember to consider an annual user increase of 1.5%, as stated in Section 8.1 (Cost Breakdown).

Item	Setup costs	Description of the cost presented or clarifications
Setup/Implementation fee	$ -	Provide a detailed description for any cost included. If costs are itemized, describe the costs per item on this cell.

Proposer must include the cost per user, under the premise that OCA will serve 8,400 users. The cost will be fixed per user, regardless of whether OCA reaches or exceeds the premise. If costs are based on blocks, detail the unit cost per user per block. Remember to consider an annual user increase of 1.5%, as stated in Section 8.1 (Cost Breakdown).

Item	Cost per user	Description of the cost presented or clarifications
Signature block	$ -	*Please include a detailed description of costs presented and number of users covered.*
Per user	$ -	*Please include a detailed description of costs presented.*

Monthly costs: Proposer must include the cost per user, under the premise that OCA will serve 8,400 users. The cost will be fixed per user, regardless of whether OCA reaches or exceeds the premise. Remember to consider an annual user increase of 1.5%, as stated in Section 8.1 (Cost Breakdown).

Item	Monthly Cost	Description of the cost presented or clarifications
Monthly fee	$ -	*Please include a detailed description of costs presented. Include if cost is per block or per user.*
Maintenance	$ -	*Please include a detailed description of costs presented. Include if cost is per block or per user.*
User support	$ -	*Please include a detailed description of costs presented. Include if cost is per block or per user.*

Monthly costs (support): List the costs for support and describe what it includes.		
Description	**Support costs**	**Description of the cost presented or clarifications**
Technical Support	$ -	*Please include a detailed description of costs presented. Include if cost is per block or per user.*
User Support	$ -	*Please include a detailed description of costs presented. Include if cost is per block or per user.*

Other costs: Proposer must include any other cost associated with the proposed solution that has not been previously detailed for this service.
(Submitting these costs is optional unless they are required for the solution as proposed)

Description	Cost	Description of the cost presented or clarifications
Equipment	$ -	If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply." Otherwise, please include a detailed description of the costs presented.
Maintenance	$ -	If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply." Otherwise, please include a detailed description of the costs presented.
Updates	$ -	If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply." Otherwise, please include a detailed description of the costs presented.
Training	$ -	If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply." Otherwise, please include a detailed description of the costs presented.
Additional Technical Support	$ -	If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply." Otherwise, please include a detailed description of the costs presented.
Additional User Support	$ -	If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply." Otherwise, please include a detailed description of the costs presented.

Use this space to describe items and additional costs required for the proposed solution that has not been defined in this sheet.	$ -	*If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply."* *Otherwise, plese include a detailed description of the costs presented.*
Use this space to describe items and additional costs required for the proposed solution that has not been defined in this sheet.	$ -	*If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply."* *Otherwise, please include a detailed description of the costs presented.*
Use this space to describe items and additional costs required for the proposed solution that has not been defined in this sheet.	$ -	*If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply."* *Otherwise, please include a detailed description of the costs presented.*
Use this space to describe items and additional costs required for the proposed solution that has not been defined in this sheet.	$ -	*If the cost does not apply to this service, you must include a comment in this column indicating: "Does not apply."* *Otherwise, please include a detailed description of the costs presented.*
GRAN TOTAL	$ -	