

BCSC Director of
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March 10, 2023

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Indiana Department of
Administration
Procurement Division
402 West Washington Street,
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Indianapolis, IN 46204

PATINS Director
1200 Central Avenue
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www.patinsproject.org

RE: RFP# 24-74523 Cost Assumptions, Conditions, and Constraints

The cost assumptions, conditions and constraints relative to, or which impact, the prices presented on the cost schedule are listed below:

- The cost proposal submitted is based upon 28 years of providing similar services to Local Education Agencies (LEAs) across the State of Indiana. The proposal is reflective of actual expenses incurred throughout the duration of previous contracts from 1995-2022.
- To complete the scope of work successfully, the number of staff members and the FTE described within Attachment C: The Indiana Economic Impact Form is absolutely essential. All staff members are pertinent to the effectiveness of the work.
- Technical Assistance (TA) Specialists are primarily assigned to LEAs based on two factors: areas of expertise and geographical location. Assuming multiple TA Specialists have the expertise, the individual in closer proximity will provide the service to save on travel expenses.
- To minimize cost, many physical office spaces have been removed and more sharing of co-working space is being utilized.
- It should be noted that the budget does not account for inflation. For example, potential price increases of assistive technology, storage for accessible educational materials, and shipping costs are all out of PATINS

control in the future, nor is cost-of-living increase is not reflected within annual salaries and benefits as projected within Attachment D. Additionally, it should be noted that in last 12 years of the PATINS Project, there has only been an funding increase one time and that was 7 years ago and it was specifically limited to adding 3 specialists. There have, however been several decreases.

In other words, every effort has been made in the interest of fiscal responsibility and the total cost proposal of this RFP submission is \$62,843.46 less than PATINS contracted to do very similar work 6 years ago, in 2017-18.

Technical Contact

On all matters related to the delivery of the services in this scope of work, please contact:

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Business Contact

On all matters related to contractual affairs, please contact:

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The PATINS Project and BCSC eagerly anticipate the opportunity to continue serving the educators and students of Indiana's public K12 schools.

Sincerely,



Dr. Daniel G McNulty
Director, PATINS Project



Dr. George Van Horn
Director of Special Education,
BCSC