

FTE DETAILS
Job Titles and Contributing FTE

- **Populate the yellow-shaded cells; with all applicable job titles and the total FTE count.**

- **Respondents may insert additional rows to account for all job titles attributing to the total FTE count.**

Please keep in mind that the only FTE's that should be included in this count are Indiana employees working on this contract ONLY. If there are 10 employees working on this contract but they are splitting their time with numerous other contracts as well, then these employees cannot be counted as 1 FTE. Instead, these employees should be counted as a fraction of an FTE. For example: The project length of the contract is 24 months. There are 10 employees working on the contract over the 24 month contract period. 5 employees are working solely on the project for 24 months. 3 employees are working equal time on 2 projects for 24 months. 2 employees are working solely on the project for 6 months.

The FTEs would be calculated as follows:

5 employees x 24 months (24 months working solely on this project) x 1 (time spent solely on this project) = 120 months / 24 months (length of contract) = 5 FTEs

3 employees x 24 months x .5 (splitting time equally between 2 projects) = 36 months / 24 months = 1.5 FTEs

2 employees x 6 months (6 months dedicated solely to this project) x 1 (time spent solely on this project) = 12 months / 24 months = .5 FTEs

Column Title Definitions:

Number of Employees = Number of employees working on this State contract.

Duration (In Months) = Amount of time that the employee(s) will spend on the State contract.

Time Spent (Percentage) = Percentage of time the employee(s) will be working on the contract.

Duration of Initial Contract Term (In Months)	12	*Number based on initial contract term
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PRIME CONTRACTOR COMPANY				
EMPLOYEE JOB TITLE	Number of Employees	Duration (In Months)	Time Spent (Percentage)	NUMBER OF FTE
Example: Project Managers	0	24	100%	0.00
Example: Project Coordinators	0	24	50%	0.00
Example: Project Directors	0	6	100%	0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL FTE COUNT				0.00

SUB CONTRACTOR COMPANY NAME				
				(Enter Company Name Here)
JOB TITLE	Number of Employees	Duration (In Months)	Time Spent (Percentage)	NUMBER OF FTE
N/A	0	6	0%	0.00
				0.00
				0.00
				0.00
TOTAL FTE COUNT				0.00

SUB CONTRACTOR COMPANY NAME				
				(Enter Company Name Here)
JOB TITLE	Number of Employees	Duration (In Months)	Time Spent (Percentage)	NUMBER OF FTE
N/A	0	0	0%	0.00
				0.00
				0.00
				0.00
TOTAL FTE COUNT				0.00

SUB CONTRACTOR COMPANY NAME				
				(Enter Company Name Here)
JOB TITLE	Number of Employees	Duration (In Months)	Time Spent (Percentage)	NUMBER OF FTE
N/A	0	0	0%	0.00
				0.00
				0.00
				0.00
TOTAL FTE COUNT				0.00

SUB CONTRACTOR COMPANY NAME				
				(Enter Company Name Here)
JOB TITLE	Number of Employees	Duration (In Months)	Time Spent (Percentage)	NUMBER OF FTE
N/A	0	0	0%	0.00
				0.00
				0.00
				0.00
TOTAL FTE COUNT				0.00