

BCSC Director of  
Special Education  
1200 Central Avenue  
Columbus, IN 47201  
(812) 376-4460  
[www.bcscschools.org](http://www.bcscschools.org)

March 10, 2023

Robert Cohen  
Indiana Department of  
Administration  
Procurement Division  
402 West Washington Street,  
Rm W468  
Indianapolis, IN 46204

PATINS Director  
1200 Central Avenue  
Columbus, IN 47201  
(574) 214-7065  
[www.patinsproject.org](http://www.patinsproject.org)

RE: RFP# 24-74523 Cost Proposal Narrative

Per the included Cost Proposal Template – Attachment D, pricing is all-inclusive based on the estimated figures included within the template. This Cost Proposal Narrative attempts to clarify how the proposed prices correspond directly to the Technical Proposal – Attachment F. The following categories comprise the total budget:

- Salaries and benefits: Salaries and benefits is inclusive of both certified and non-certified staff and reflect the percentage of full time equivalent (FTE) devoted to this project.
- Non-professional development travel: Non-professional development travel is travel associated with providing direct technical assistance and/or meeting attendance.
- Staff professional development travel: Staff professional development travel is travel associated with providing and/or attending professional development opportunities.
- Training, Consultation, and Technical Assistance provided by Specialists: Training provided by the grant is inclusive of Level One Regional Trainings, Level Two Trainings and Level One (Universal TA) Trainings. The cost reflected within each category is inclusive of presenter honoraria (if applicable), meeting room space, audio visual equipment rental and interpreters/captioning services.

- **TA consultants and sponsorships:** TA Consultants and Sponsorships is inclusive of expert collaborators, subcontractors and the opportunity to sponsor events and host exhibit booths to market the PATINS Project.
- **Materials and supplies:** Materials and supplies are expendable, consumable property having a useful lifespan of less than one year or a per item value of less than \$500. Materials and supplies are inclusive of all office and training items.
- **Equipment:** Equipment is tangible, non-expendable/non consumable property having a useful lifespan of more than one year and/or a per item value of \$500 or more and is inclusive of both office and Lending Library necessary equipment.
- **Contracted Services & Other services:** Contracted Services are inclusive of all sub-contractors on this proposal as well as additional contracted services such as office space, and indirect costs associated with the fiscal agency. Other services can also include but are not limited to the following expenses: postage, telephone, printing/duplicating, memberships/subscriptions, website/online services, office space rental, utilities, and building maintenance.

The total cost listed in Attachment D is based largely on the percentage of estimated time in hours for the appropriate staff allocated for each component described in the Scope of Work and the Technical Proposal. As outlined in Attachment D, the total cost per year is \$3,087,156.54 and the total bid amount for the 2-year initial term is \$6,174,313.08

General Outline of Cost Breakdown per category:

Program Management: 3.055% of the total cost

Coordination and oversight of accessible educational and instructional materials through a lending library: of the total cost: 35.19%

Coordination with NIMAC (National Instructional Materials Access Center): 1.48% of the total cost

Universal Assistive Technology Training: 8.27% of the total cost

Help Desk office hours: .09% of the total cost

Monitoring and Oversight: .95% of the total cost

Communication and Marketing: 1.056% of the total cost

**Technical Contact**

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

Daniel McNulty,  
PATINS Director  
1200 Central Avenue  
Columbus, IN 47201  
(574) 214-7065  
[dmcnulty@patinsproject.org](mailto:dmcnulty@patinsproject.org)

**Business Contact**

On all matters related to contractual affairs, please contact:

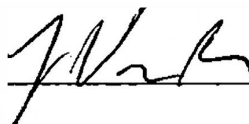
Dr. George Van Horn,  
BCSC Director of Special Education  
1200 Central Avenue  
Columbus, IN 47201  
(812) 376-4460  
[vanhorn@bcsc.k12.in.us](mailto:vanhorn@bcsc.k12.in.us)

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**