Exhibit 1 – Proposal Form

**PROJECT COST PROPOSAL**

**CRITICAL TEAM COMPONENTS:**

|  |  |
| --- | --- |
| **Project Director**  **[PERSON 1]:** |  |
|  |  |
| **Lead Project Manager**  **[PERSON 2]:** |  |

General Instructions

**The Bidder must provide cost proposal:**

1. “One-time” costs incurred during the planning, implementation, deployment, etc. period of the project and will not include costs that are ongoing for the life of the system. “Implementation” refers to the costs associated with deployment of all functions in support of implementation of the vendor’s proposed solution. “Support & Maintenance” and/or Licenses and Fee Structure as applicable to proposed solution.
2. Additional cost for scaling, training, other similar items can be added to convey additional project costs. Expand table as needed.
3. Milestone payments.
4. Pricing for up to five (5) additional web service interfaces and additional licenses, training, storage, report, and document template.
5. The Bidder must provide optional renewals fixed costs that are ongoing for the life of the system.

Implementation and Licensing Fixed Costs

**(Add table rows as needed)**

|  |  |  |
| --- | --- | --- |
| Pricing Detail | Fixed Cost | Notes |
| Implementation |  |  |
| Licensing for 725 Users |  |  |
| Interface Development (*list cost for each interface separately*)   * Law Enforcement Incident Referral (Case Intake) * OSBI ADRS * OSBI RAPUP * ODIS Incident Referral * Court e-Filing * DOC ICON * Digital Evidence interface (Evidence.com, Watch Guard, Axon) Financial (Accounting/Billing) * Tax Commission |  |  |
| Migrate ~200 JDA Documents |  |  |
| Migrate ~300 Reports |  |  |
| Other- |  |  |
| Other- |  |  |
| Total |  |  |

**Fixed Proposed One-Time Cost for Implementation, Licensing, Etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Go Live Fixed Costs**

Maintenance, Support, Hosting, Storage, and Other post go live costs

**(Add table rows as needed)**

|  |  |  |
| --- | --- | --- |
| **Price Detail** | **Fixed Cost** | **Notes** |
| **Maintenance & Support** |  |  |
| **Hosting** |  |  |
| **Storage - for initial 100 TB** |  |  |
| **Training** |  |  |
| **Other** |  |  |

**Fixed Proposed One – Time Cost for Support, Hosting, Storage, Etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Fixed Fee Milestone Payments

**Payments will be made based on final and approved deliverables. Provide total cost and cost by deliverable.**

|  |  |  |
| --- | --- | --- |
| Milestone | Percent | Amount |
| First Payment of 10% of the agreed upon cost can be invoiced after initial implementation plan, training plan and test plan are approved for the first District and after software is installed, hardware is configured, converted data is installed and the application is operational within the stated functional specification for the first District. | 10% |  |
| Second Payment of 15% of the agreed upon cost can be invoiced after completion of UAT tests, completion of performance testing, production testing, and system go-live are satisfactorily accepted by the first District. | 15% |  |
| Third and Proceeding Payments of 2.5% of the agreed-upon cost can be invoiced after the completion of the planning, training, migration, conversion, UAT, performance testing, production testing, and system go-live per each remaining district. | 60% |  |
| Final Payment of 15% of the agreed upon cost can be invoiced after successful completion of production testing and successful functionality of all PCMS interfaces that have been agreed up on. | 15% |  |
|  |  |  |
| Total | 100% |  |

Scaling Fixed Costs

**(Add table rows as needed)**

|  |  |  |
| --- | --- | --- |
| Pricing Detail | Cost/Fixed Rate | Notes |
| **Additional Licensing**  \*\*\* Must provide per user cost |  |  |
| **Additional Training**  \*\*\* Must provide hourly rate and indicate if onsite or remote |  |  |
| Additional Storage per 1 TB.  \*\*\* Supplier must provide information regarding storage sharing. Is the added storage available for all system instances to share or can added storage be divided up between multiple systems such as 500 GB to D01 PCMS, 250GB to D02 PCMS, and 250GB to D03 PCMS. Please use the notes column to provide details. |  |  |
| Additional Report  \*\*\* Supplier must provide cost per report |  |  |
| Additional Document Template  \*\*\* Supplier must provide cost per template. If word merge template cost differs fromLogic-Driven/Dialog Boxes driven templates, please indicate the cost for each. |  |  |
| Fixed cost pricing for up to five (5) additional web service interfaces. |  |  |
| Other |  |  |
|  |  |  |

**Optional Renewals Fixed Costs**

Option Renewals and Fee Structure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Optional renewal years** | **Maintenance & Support - Cost Fixed Rate** | **Hosting – Cost Fixed Rate**  **\*\*\* Please do not factor increase in storage utilization** | **Other – Cost Fixed Rate** | **Notes** |
| **Optional Renewal- Year One** |  |  |  |  |
| **Optional Renewal Year Two** |  |  |  |  |
| **Optional Renewal Year Three** |  |  |  |  |
| **Optional Renewal Year Four** |  |  |  |  |
| **Optional Renewal Year Five** |  |  |  |  |
| **Optional Renewal Year Six** |  |  |  |  |
| **Optional Renewal Year Seven** |  |  |  |  |
| **Optional Renewal Year Eight** |  |  |  |  |
| **Optional Renewal Year Nine** |  |  |  |  |
| **Fee Structure-**  *(clearly defined)* |  |  |  |  |
| **Other** |  |  |  |  |
| **Total** |  |  |  |  |

If the rates remain the same as the initial contract period, please indicate here:

🗖 Yes, Rates remain the same for all contract periods.

**Total Project Fixed Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Invoicing and Payment.

1. First Payment of 10% of the agreed upon cost can be invoiced after initial implementation plan, training plan and test plan are approved for the first District and after software is installed, hardware is configured, converted data is installed and the application is operational within the stated functional specification for the first District.
2. Second Payment of 15% of the agreed upon cost can be invoiced after completion of UAT tests, completion of performance testing, production testing, and system go-live are satisfactorily accepted by the first District.
3. Third and Proceeding Payments of 2.5% of the agreed-upon cost can be invoiced after the completion of the planning, training, migration, conversion, UAT, performance testing, production testing, and system go-live per each remaining district.
4. Final Payment of 15% of the agreed upon cost can be invoiced after successful completion of production testing and successful functionality of all PCMS interfaces that have been agreed up on.
5. The Supplier will invoice for software maintenance either monthly or quarterly in arrears of services provided. The supplier will send one (1) copy of their invoice bearing the purchase order number and amount due to:  
     
   District Attorneys Council  
   Attn: Finance Department  
   421 N.W. 13th Street, Suite 290  
   Oklahoma City, OK 73103