**Section D: Cost Proposal Document**

The cost proposal must be in US dollars and must include all possible costs to the University (including shipping, installation, or other costs). If your costs will vary based on the University’s utilization, you must provide this information in your cost response. Respondents must also state how Respondent will calculate each cost. The University will not be responsible for paying any costs that the winning Respondent fails to disclose.

The proposal with the lowest price gets the total maximum points. Procurement Services will calculate the costs scores based on the following formula:

1. **Cost Format:** Please complete the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | UT Knoxville | UT-Chattanooga | UT-Martin | UT-Southern | UT-Health Science Center |
| Total Fee Costs (all projected work including meetings, presentations, analysis, consultants, printing, travel and other assumed reimbursable expenses) | **$** | **$** | **$** | **$** | **$** |
| Travel (Flat Rate) | **$** | **$** | **$** | **$** | **$** |

1. **Price Increases**:

In cost proposals where the respondent quotes an annual price increase as an “up-to” amount or percentage, the University will use the highest amount or highest percentage to score the cost proposal. Annual price increases should not exceed 2-3%.