



ADMINISTRATIVE COST SAVINGS CALCULATION

TO: MARC/KCRPC, Rita Parker, Program Coordinator
 600 Broadway Suite 300
 Kansas City MO 64105-1554
rparker@marc.org 816-474-4240 Fax 816-421-7758

DATE: _____

RE: Administrative Cost Savings for Bid # _____
 Bid Title: _____

Per Kansas City Regional Purchasing Cooperative User Guide, Section 9, all participants in joint bids must complete this form and submit to above Coordinator within five (5) working days from award of contract.

	Staff Time	# Hours	Rate	Total
1.	Clerical Support – Includes producing, assembling, reproduction of documents, and preparation for mailing of documents/envelopes	_____ hrs	\$ _____ hr	\$ _____
2.	Buyer Hours Includes requisition review, research, determine source selection method, prepare draft and reviewing of bid document, bid opening, bid evaluation, award process.	_____ hrs	\$ _____ hr	\$ _____
	Other costs -	No. of Units	Unit Cost	Total Cost
3.	Paper	_____ sheets	_____ ea	\$ _____
	Envelopes (including bid return envelopes)	_____ envelopes	_____ ea	\$ _____
4.	Postage	_____ postage/qty	_____ ea	\$ _____
5.	Computer usage	_____ hrs	_____ ea	\$ _____
6.	Advertisements (when legally required or required by individual entity policies)	_____ ads placed	_____ ea	\$ _____
	TOTAL ADMINISTRATIVE COST TO PRODUCE BID:			\$ _____

 Authorized Signature (If sending electronically, e-mail address used will be verified against name entered)

 Title

 E-mail address

 Entity