

OFFICIAL BID PRICE SHEET

Regions	Maximum Annual Rate	Maximum Monthly Rate
Region 1	\$233,885.84	\$19,490.48
Region 2	\$136,320.00	\$11,360.00
Region 3	\$407,726.88	\$33,977.24
Region 4	\$185,140.80	\$15,428.40
Region 5	\$313,229.64	\$26,102.47
Region 6	\$194,055.00	\$16,171.25
Region 7	\$212,541.84	\$17,711.82
Region 8	\$317,100.00	\$26,425.00

Bids rates must be no more than the maximum rates specified above. Bidder acknowledges by signing that prices quoted over the maximum rate for the region bid will disqualify their bid.

*****NOTE: Please indicate the region you are bidding on in the space provided below.

Region 2

<u>DESCRIPTION</u>	<u>FIXED Monthly Rate</u>
Drug and Alcohol Safety Educational Program (DASEP)	\$ 4,434.33

AUTHORIZATION SIGNATURE

By my signature below, I certify that the aforementioned statements are true and correct and that I accept the Terms and Conditions as presented in this bid, and that I am authorized by the respondent to submit this bid on his/her behalf.

Vendor Name: Counseling Associates, Inc.	Date: May 6, 2019
Signature: <i>Brian W. Davis</i>	Title: CEO
Printed Name: Brian W. Davis	

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF AGING, ADULT BEHAVIORAL HEALTH SERVICES (DAABHS)
Drug and Alcohol Safety Education Program (DASEP)**

BUDGET SUMMARY SFY 2020

Counseling Associates, Inc.		Grant Period: July 1, 2019-June 30, 2020	
ADDRESS 350 Salem Road - Suite 9 Conway, AR. 72034			
BUDGET CATEGORIES	DBHS FUNDS	CASH OR IN-KIND FUNDS	CATEGORY TOTALS
COMPENSATION:			
Regular Salaries	\$ 32,500		
Fringe	\$ 6,175		
Professional Fees and Services			
A. Subtotal	\$ 38,675		
REIMBURSEABLES:			
Maintenance & General Operations	\$ 9,845		
Stakeholders/Town Hall Meeting	\$ 750		
Indirect Costs (Up to 10% of Direct Program Costs)	\$ 3,942		
B. Subtotal	\$ 14,537		
Indirect Costs			
Total Projected Costs	\$ 53,212		
Grand Total	\$ 53,212		

Must be accompanied by the detailed line-item supporting schedule.

Detailed Line Item

Salaries:

<u>Position Title</u>	<u>Staff</u>	<u>FTE</u>	<u>Amount</u>
1. Admin / Screener	Betty Lindsey	.80	\$ 20,000
2. Admin / Screener	Vacant	.50	\$12,500

Fringe: \$ 6,175

Payroll taxes and fringe benefits are budget at 19% of salaries. This rate was calculated using year to date payroll data for 2019.

Maintenance & General Operations: \$ 9,845

***Materials and Supplies :** \$573 includes estimated expenditures for office and classroom materials.

***Communication :** \$ 630 includes the cost of cell phones, long distance charges incurred by program staff, and an allocation portion of voice/data communication system, allowing internal/external e-mail and internet service.

***Maintenance and Repair :** \$ 1,000 includes allocated portion of costs for DASEP administrative office. Includes monthly lease charges for the program's equipment rental and maintenance. Examples is copiers and faxes.

***Postage:** \$ 430 estimated based on our other DASEP counties.

***Rental :** \$ 3,000 estimated rental for DASEP locations.

***Non-Conference Travel :** \$3,112 includes an estimated 7,980 miles of program travel, valued at \$.39 per mile.

***Utilities:** \$1,000 Includes an allocated share of utilities at the DASEP administrative office.

***Training :** \$ 100 line item used for training, workshops, and seminars to help maintain a skilled workforce.

Stakeholders/Town Hall Meeting: \$ 750

Indirect Cost Plan: \$ 3,942 (08%)

Our agency utilizes the Simplified Allocation Method defined in OMB Circular A-122 for distributing indirect administrative costs to programs and awards. For FY 2019, we are estimating an indirect allocation rate of 15% of direct costs. However, due to restrictions imposed by funding source, and indirect cost rate of 10% is budgeted for administrative department is follows:

Business Office (A/P, A/R, G/L, contract management	5.3%
Payroll	1.0%
Human Resources	1.1%
Information Systems	3.2%
Executive Management / General Administration	4.4%

Total Cost for Project: \$ 53,212