



Procurement Services

University of Arkansas at Little Rock

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UA Little Rock
Financial Proposal Packet
FB-25-013
Annual Synar Survey and Coverage Study

CAUTION TO SUPPLIER

Supplier's failure to submit required items and/or information as specified in the solicitation may result in disqualification.

All respondents are required to complete the following financial proposal. Please refer to FB-25-013 for additional information and requirements. **PLEASE NOTE: The financial proposal should be placed in a separate, clearly marked, sealed envelope.**

1. Funding:

- A. The prepared budget should cover statewide Synar implementation and will not be negotiated or changed with the exception of the following:
 - I. The funding is subject to change based on the fund distribution calculation and is dependent on grant funds and the fund holder.
 - II. The funds can change upon the discretion of the funder.

2. Budget Request:

- A. The following information should be included in the Financial Proposal Packet as the Budget Requests Form (Appendix 2). Indirect costs shall not exceed 10% of the direct costs. Indirect costs are costs that are incurred by an organization that are not readily identified with a particular project or program but are necessary to the operation of the organization and the performance of its program. All financial issues are governed by the DBHS Rules of Practice and Procedure (Appendix 1). These most current DBHS Rules of Practice and Procedure must always be followed, including new revisions that are released during the contract period. Please refer to the DBHS Rules of Practice and Procedure for guidance
 - I. Budget Narrative/Explanation
 - II. Budget Request with Calculations
- B. The proposal must include a detailed budget reflecting the total amount to be charged for all consulting services outlined in the solicitation, FB-25-013, and the subsequent report writing and editing.
- C. Up to 10% indirect costs will be allowed in the budget.
- D. The Budget Request must also include costs for at least one (1) staff member to attend and/or present at ATOD prevention-related conference(s).
- E. The respondent will act as expert; UA Little Rock/MidSOUTH will rely on the respondent to evaluate the scope of work listed in FB-25-013. Should the respondent observe that additional services will be required to satisfy the requirement of the Synar survey or coverage study, associated costs must be detailed in the Budget Request.

	Maximum RAW Score Available
I. Budget Narrative/Explanation	40 points total
A. Compensation	20
i. Salaries	
ii. Fringe	
iii. Professional Fees & Services	
B. Reimbursements (Direct Costs)	20
i. Maintenance & General Operations	
ii. Conference Fees & Travel	
II. Budget Categories with Line Items	60 points total
A. Compensation	20
B. Reimbursable	20
C. Indirect Costs	20

The signature below signifies that the prospective supplier agrees that they will honor their proposal as being held open and irrevocable after this period.

Authorized Signature: _____ **Title:** _____
Use Ink Only.

Printed/Typed Name: _____ **Date:** _____