



ELG Implementation Consultant Pricing Structure Template

This worksheet collects the required pricing structure for Part I: Letter of Intent to Apply and is used for any Pricing Structure updates for existing Implementation Consultants. The CDE must be notified of any changes made to pricing structures throughout the year. Changes must be submitted through the Implementation Consultant Update form. This information may be made available by the CDE upon request of grantees and should provide accurate information to help inform their grant budgets and to avoid any surprise billing.

Directions:

Complete the table below using dollar amounts and indicating whether each line item is in addition or included in the Total Annual Rate for the school year. Answer questions 1 – 4 on page two, providing additional information or clarification on the information within the table. Save this file as a PDF using the naming convention *Company Name_Pricing_mmddyy*.

Charges and Fees	Dollar Amount(s)	Included in Total Annual Rate?
Total Annual Rate for School Year <i>(If this varies, provide the average dollar amount schools can expect to pay for your services)</i>		
Per Diem Rate Breakdown <i>(Provide an estimate per day if these are included in the Total Annual Rate)</i>		<input type="checkbox"/> Yes, included <input type="checkbox"/> No, in addition
Half-Day Rate Breakdown <i>(Provide an estimate per half-day if these are included in the Total Annual Rate)</i>		<input type="checkbox"/> Yes, included <input type="checkbox"/> No, in addition
Per Hour Rate Breakdown <i>(Provide an estimate per hour if these are included in the Total Annual Rate)</i>		<input type="checkbox"/> Yes, included <input type="checkbox"/> No, in addition
Professional Development Service Charge		<input type="checkbox"/> Yes, included <input type="checkbox"/> No, in addition
Mileage/Travel Fees		<input type="checkbox"/> Yes, included <input type="checkbox"/> No, in addition
Lodging/Meal Fees		<input type="checkbox"/> Yes, included <input type="checkbox"/> No, in addition
Materials/Supplies		<input type="checkbox"/> Yes, included <input type="checkbox"/> No, in addition
Customary Additional Expenses <i>(Provide an average dollar amount schools can expect to pay and explain in narrative on next page.)</i>		<input checked="" type="checkbox"/> Yes, included <input checked="" type="checkbox"/> No, in addition



Use this section to further detail the information provided in the table on page one.

1. Briefly list major inclusions and exclusions for the *Total Annual Rate* for the school year. If you provided an average, please list the maximum amount per year a grantee can expect to pay for your consulting services.
2. Please tell us more about the professional development you offer that is in addition to what is included in the Total Annual Rate. Include if you charge additional fees for attending CDE-required professional development for the Early Literacy Grant programs or if this is included in the annual rate listed.
3. Describe any travel rates and fees that are charged in addition to the annual rate listed. If this varies, provide a breakdown of how travel rates and fees are calculated.
4. Detail any additional fees/expenses charged to districts and schools that were not already listed. Please be as accurate as possible and include charges that may occur outside of the contracted rate for districts. Use this space to provide any additional information or explanation of charges for grantees.