



City of Malibu

23825 Stuart Ranch Road • Malibu, California • 90265-4861
Phone (310) 456-2489 • Fax (310) 456-3356 • www.malibucity.org

RFP for Homeless Outreach Services

Addendum 2

How should the fees for the project be outlined? Are there any samples available, or can you clarify any guidelines?

Every organization should outline their fees according to the services being provided, such as personnel costs, overhead, client related expenses, and any supplies needed to support the outreach and housing navigation activities. Attached is a sample fee outline for review.



YEAR 1 YEAR 2 TOTAL

FUNDING



PERSONNEL

Position/Title Annual FTE Alloc # Months

Program Manager
 Outreach & Engagement Case Manager
 Outreach & Engagement Case Manager



Subtotal Wages

Fringe Benefits

Total Personnel

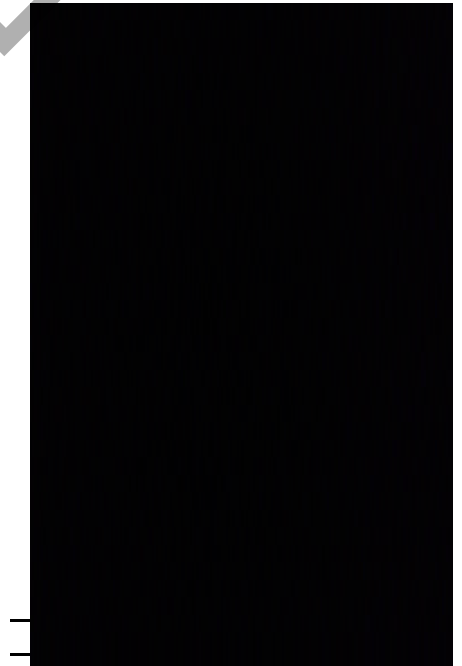


NON PERSONNEL

Expense Type

Consultant
 General Liab. & Prop. Insurance
 Maintenance & Repairs Supplies
 Janitorial Supplies
 Linen and Laundry
 Utilities (Electric, Sewage, Gas)
 Office Phone and Internet
 Cell Phones & Services
 IT Network
 Allowances (Office Supplies and Outreach Materials)
 Postage
 Security Costs
 Parking
 Mileage
 Food/ Food Supplies
 Vehicle Expenses (for food)
 Equipment
 Client Related - Housing Facilitation

Total Non Personnel



INDIRECT/ADMIN

Total Indirect Costs @



Total Budget

Summary of Costs

Wages
 Benefits
 Operating
 Other
 Indirect Costs

Totals



SAMPLE