**COST FORM**

**Small Purchase**

**Customer Relationship Management (CRM) Design and Configuration Community Development Block Grant – Disaster Recovery**

**Foundation for Puerto Rico**

**2022-SP-22**

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| **Name of Supplier:** |        |

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| **Service/ Line Item** | **Estimated Timeline in Unit Hour** **(A)** | **Cost/Rate** **per Unit Hour** **(B)**  | **Total Cost** **per Service****(A x B)** |
| Existing Features Analysis |        Hours | $        | $      |
| Define and Document data & processes |        Hours | $       | $      |
| Customize & Configuration |         Hours | $       | $      |
| Rollout & Testing |        Hours | $       | $      |
| Training |        Hours | $       | $      |
| Technical Support |         Hours | $       | $      |
| Other Fees:         | N/A | $      | $      |
| Tax | N/A | 11.5 % | $      |
| **Total Quote**  |  |  | **$** |
| **Notes on Cost Form:**1. *Only input information in the designated gray boxes; Do not leave blank boxes, write “0” or N/A.*
2. *Include any additional costs associated with the services in “Other Fees” and identify them.*
3. *The contract is expected to function as a not-to-exceed contract from which services will be invoiced based on actual hours worked.*
4. *The units presented in this cost form are an estimate and FPR reserves the right to distribute the units between services – line items – and tasks depending on WCRP Program needs.*
5. *Payment terms: This procurement process is funded by a CDBG-DR grant allocated by the U.S. Department of Housing and Urban Development (HUD), via the Puerto Rico Department of Housing (PRDOH). Payment of invoices for the goods and/or services rendered will be based on the disbursement of funds to Foundation for Puerto Rico (FPR) from PRDOH.*
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| Supplier’s Authorized Representative Signature |  | Date |
|         |  |  |
| Supplier’s Authorized Representative Printed Name |  |  |