California Department of Education, 12/20/2023

Request for Proposal (RFP) Number CN240004

ATTACHMENT 4

# **SAMPLE – TECHNICAL PROPOSAL STAFFING LABOR HOURS WORKSHEETS**

Note – These are sample documents. Staffing labor hours must be completed for all staff including subcontractors. The sample worksheets do not include all tasks and subtasks and must be customized to conform to all tasks and subtasks contained Section 7 of the Request for Proposals (RFP).

## SAMPLE 1 - STAFFING LABOR HOURS WORKSHEETS FOR PRIME CONTRACTORS: FY 2023–2024

| **Name** | **Title** | **Task 1 # of hours** | **Task 2 # of hours** | **Task 3 # of hours** | **Task 4 # of hours** | **Total # of hours** | **Full-Time Equivalent (FTE) %** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jane Doe | Project Manager | 10 | 100 | 50 | 10 | 170 | 10% |
| John Doe | Fiscal Manager | 5 | 5 | 5 | 5 | 20 | 5% |
| **Total Hours** |  | 15 | 105 | 55 | 15 | 190 | 15% |

## SAMPLE 2 - STAFFING LABOR HOURS WORKSHEETS FOR SUBCONTRACTORS: FY 2023–2024

| **Name** | **Title** | **Task 1 # of hours** | **Task 2 # of hours** | **Task 3 # of hours** | **Task 4 # of hours** | **Total # of hours** | **FTE%** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jane Doe | Project Manager | 10 | 100 | 50 | 10 | 170 | 10% |
| John Doe | Fiscal Manager | 5 | 5 | 5 | 5 | 20 | 5% |
| **Total Hours** |  | 15 | 105 | 55 | 15 | 190 | 15% |