

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 RFP.

SAMPLE 1 - STAFFING LABOR HOURS WORKSHEETS FOR PRIME CONTRACTORS: <Enter fiscal year here>

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%

SAMPLE 2 - STAFFING LABOR HOURS WORKSHEETS FOR SUBCONTRACTORS: <Enter fiscal year here>

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%