

Exhibit B Instructions

Attachment 7

I

General Instructions

- 1 Only complete information for non-colored cells, all other information will be automatically pulled from other worksheets.
- 2 All colored cells are locked and cannot be edited.
- 3 **Never delete rows, columns or sheets.** Use the "hide" option to remove unwanted information to avoid formula errors. To hide a column, right click on the column letter and select hide. To unhide a column, highlight the columns to the left and right of the hidden column, right click and select "unhide".
- 4 This workbook contains worksheets for up to 15 major subcontractors. Hide unwanted sheets but do not delete. In the event that more major subcontractors are necessary, contact your contracts officer to add more major subcontractor sheets. To hide a sheet, right click on the tab for that sheet and select "hide". To unhide a sheet, right click on any tab and select "unhide" and select the sheet that you wish to unhide.
- 5 A major subcontractor is defined as any subcontractor receiving at least 25% of the Commission funds or \$100,000 (whichever is less). A minor subcontractor is any subcontractor receiving less than 25% or \$100,000 (whichever is less). Major subcontractors are required to provide detailed budgets including rates and other direct operating costs. Minor subcontractors are only detailed by the total to be spent with that company.
- 6 All budgeted amounts must be in whole dollars.
- 7 Do not use formulas in the tables as they may cause rounding discrepancies. When formulas are necessary, calculate outside of the tables and manually enter the whole dollar amount into the appropriate cell.

II

Attachment B-1 Task Summary

- 1 This sheet identifies costs by task and by contractor and major subcontractors.
- 2 Insert the company names for the prime and all major subcontractors.
- 3 Identify if a Company is a certified Small Business (SB), Micro-Business (MB), Disabled Veteran Business Enterprise (DVBE) or None. These types of entities may be eligible for preferences or incentives in certain solicitations. The Energy Commission will verify certification status at the following website:
<http://www.bidsync.com/DPXBisCASB>
- 4 Insert Task Titles if not already completed. Task Titles must be consistent with the Scope of Work. This sheet contains rows for 20 Tasks. Hide or unhide rows as necessary. DO NOT DELETE!
- 5 Insert total Task Costs for the prime contractor and all major subcontractors.
- 6 This sheet contains columns for 15 major subcontractors. Hide or unhide columns as necessary. DO NOT DELETE!
- 7 The totals (blue cells) will automatically calculate from information provided in the non-colored cells.
- 8 All grand totals on this attachment must match the grand totals on Attachment B-2 Category Summary.

III

Attachment B-2 Category Summary

- 1 This sheet identifies costs by category and by contractor and major subcontractors for all tasks combined. The Company Names will automatically fill from Att B-1 Task Summary.
- 2 Enter category totals for the prime contractor and all applicable major subcontractors (for all tasks combined).
 - a. Direct Labor (DL)- This category identifies the total amount of direct labor costs (for all tasks) for the prime and each major subcontractor. This category is based on labor hours and labor rates. DL= unloaded rates X number of hours
 - b. Fringe- This category identifies the total amount of Fringe Benefits costs (for all tasks) for the prime and each major subcontractor. This category must be consistent with how you describe your calculations on Att B-4 Non-Labor Rates.

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- c. Travel- This category must identify all anticipated travel costs (for all tasks) for the prime and each major subcontractor. The travel budget on this form must equal or exceed the total listed on Att B-5 Direct Operating Expenses, Pre-Approved Travel. (See VIII for more information)
 - d. Equipment- This category must be consistent with the totals (for all tasks) for the prime and each major subcontractor for this category on Att B-5 Direct Operating Expenses.
 - e. Materials/Miscellaneous- This category must be consistent with the totals (for all tasks) for the prime and each major subcontractor for this category on Att B-5 Direct Operating Expenses.
 - f. Minor subcontractors- This category must be consistent with the totals (for all tasks) for the prime and each major subcontractor for this category on Att B-5 Direct Operating Expenses. A minor subcontractor is any subcontractor receiving less than \$100,000 or 25% of the award.
 - f. Indirect Overhead- This category identifies the total amount of Indirect Overhead costs (for all tasks) for the prime and each major subcontractor. This category must be consistent with how you describe your calculations on Att B-4 Non-Labor Rates.
 - g. G&A (General and Administrative)- This category identifies the total amount of G&A costs (for all tasks) for the prime and each major subcontractor. This category must be consistent with how you describe your calculations on Att B-4 Non-Labor Rates.
 - h. Profit- This category identifies the total amount of Profit costs (for all tasks) for the prime and each major subcontractor. This category must be consistent with how you describe your calculations on Att B-4 Non-Labor Rates.
- 3 The totals (blue cells) will automatically calculate from information provided in the non-colored cells.
- 4 All grand totals on this attachment must match the grand totals on Attachment B-1 Task Summary.

IV

Attachment B-3 Prime Labor Rates

- 1 This sheet identifies the maximum unloaded labor rates (that is before fringe or any other non-labor costs) for the prime contractor. This is the highest salary or wage rate that is actually paid to the employee. The name of the company will be automatically generated from Att B-1 Task Summary.
- 2 Insert the name and classification for each of the prime contractor's personnel that may be billed to this Agreement. All personnel billed must fit within a classification identified in the Agreement. To be determined or TBD is acceptable in the place of a name for clerical personnel. TBD must not be used for personnel performing a significant role in the Agreement. TBD is never acceptable in the place of a classification.
- 3 Identify the maximum unloaded hourly rate for each personnel. This is the highest salary or wage rate that is actually paid to the employee. **Actual billable rates cannot exceed the maximum rates identified in this attachment.**
Hypothetical Classification makes \$100 minimum but \$150 maximum. Employee number 1 makes an actual salary of \$125 and Employee number 2 for the same classification makes \$140. The rate to identify for the classification covering both employees would be \$300 which is the maximum amount allowed for the classification.
- 4 If rates will increase by fiscal year, identify the fiscal years and each rate. The first "From" is the start of the Agreement. All subsequent "From"s must be the beginning of the company's fiscal year. "To" is the end of the company's fiscal year. The last "To" must be the end date of the Agreement. (Hide or unhide columns as necessary for each fiscal year)
- 5 Identify the total hours to be worked for each personnel.
- 6 Note: **Actual billable rates cannot exceed the maximum rates identified in this attachment.** A formal amendment will be necessary to increase rates or add classifications.

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V

Attachment B-3a Sub #1 Labor Rates

- 1 This sheet identifies the maximum unloaded labor rates (that is before fringe or any other non-labor costs) for major subcontractor #1. This is the highest rate that is actually paid to the employee. The name of the company will be automatically generated from Att B-1 Task Summary.
- 2 See item IV for all other instructions.
- 3 Complete for each major subcontractor. (See item I.4 above)

VI

Attachment B-4 Prime Non-Labor Rates

- 1 This sheet identifies non-labor rates for the prime contractor, how non-labor rates are charged, and what is included in non-labor rates. The name of the company will be automatically generated from Att B-1 Task Summary.
- 2 Insert the Fiscal Year Start and End Dates similar to Attachment B-3 in the first box.
- 3 Identify the maximum percentage rate for each non-labor rate. Organizations may or may not have both Indirect Overhead and General and Administrative (G&A) costs.
- 4 The second box identifies how each non-labor rate will be calculated for billing purposes. Identify the budget expense items to which the percentage rates are applied. Use the following abbreviations: DL= Direct Labor, FB= Fringe Benefits, M= Materials/Miscellaneous, EQ= Equipment, T= Travel, S= Subcontracts, IOH= Indirect Overhead, G&A= General & Administrative
Example 1 - If the Fringe Benefits percentage is applied to Direct Labor expense, you would list DL on the Fringe Benefits line. When billing, the DL expense will be multiplied by the FB percent to arrive at the FB amount.
Example 2 - If the Indirect Overhead percentage is applied to Direct Labor, Fringe Benefits, Materials/Miscellaneous, and Travel; you would list DL, FB, M, T on the Indirect Overhead line. When billing, the sum of DL, FB, M, and T will be multiplied by the IOH percent to arrive at the IOH amount.
- 5 The third box identifies what is included in each non-labor rate. Identify items that are included in each non-labor (e.g. vacation, sick leave, retirement, telephone, utilities, etc...) Items must not be duplicated in multiple non-labor rates without reasonable explanation. Items being charged as Direct Operating Expenses should not also be identified as non-labor rate items.
- 6 Note: The Contractor is not allowed to profit from its subcontractors' costs. **Actual billable rates cannot exceed the maximum rates identified in this attachment.**
- 7 Attachment B-6 Loaded Rate Calculation is located at the end of this workbook to assist contractors in backing out of their standard loaded rates.

VII

Attachment B-4a Sub#1 Non-Labor Rates

- 1 This sheet identifies non-labor rates for major subcontractor #1, how non-labor rates are charged, and what is included in non-labor rates. The name of the company will be automatically generated from Att B-1 Task Summary.
- 2 See instructions in item VI.
- 3 Complete for each major subcontractor. (See item I.4 above)
- 4
Note: The Contractor is not allowed to profit from its subcontractors' costs. Actual billable rates cannot exceed the maximum rates identified in this attachment.

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VIII

Attachment B-5 Direct Operating Expenses

- 1 This sheet identifies the direct operating expenses for the prime and all major subcontractors. Direct Operating expenses include Pre-Approved Travel, Equipment, and Materials/Miscellaneous Expenditures.
- 2 For all expenses, identify the task associated with the expense, a description of the expense, and name of the contractor or major subcontractor that will incur the expense.
- 3 Pre-Approved Travel is travel that can be detailed including who is travelling (person or classification), the purpose of the trip (which must tie in with the Scope of Work), the departure and destination, and the budgeted amount. If the person travelling or departure and/or destination are TBD, then travel cannot be included on the pre-approved travel list but must be included in the travel amounts identified on Attachment B-2 Category Summary and included in the total Task Costs for Attachment B-1 Task Summary.
- 4 Contractor and subcontractors may budget for travel (on Attachment B-2) that is not identified in this list but all travel that is not identified must be pre-approved in writing prior to travel in accordance with the terms and conditions of the contract.
- 5 Equipment is defined as: having a useful life of at least one year, having an acquisition unit cost of at least \$5,000, and purchased with Energy Commission funds. Equipment means any products, objects, machinery, apparatus, implements or tools purchased, used or constructed within the Project, including those products, objects, machinery, apparatus, implements or tools from which over thirty percent (30%) of the equipment is composed of Materials purchased for the Project.
- 6 Materials are any tangible project items to be purchased with Energy Commission Funds that do not fit the description of Equipment.
- 7 Miscellaneous items are those items that are not labor, materials, equipment or non-labor rate costs. Examples of Miscellaneous items are: Web-Meeting or Teleconference Expenses, Laboratory or Facility Rental, etc... Services that involve labor are subcontracts, not miscellaneous.
- 8 Minor Subcontractors are those subcontractors that are not defined as a Major Subcontractor (see item I.5 above).
- 9 Per Management Memo 07-06, State Agencies must procure printing services through the Office of State Publishing (OSP). Contractors and/or subcontractors shall not be reimbursed for printing services. Additionally, the State will not reimburse contractors for food or beverage outside of the allowed per diem expenses for travel.

IX

Attachment B-6 Loaded Rate Calculation

- 1 The purpose of this form is to illustrate how the previous forms capture the break-out of a company's loaded rates. The loaded rate is the sum of the unloaded hourly rate/ Direct Labor Rate (DL), plus Fringe Benefits (FB), plus Indirect Overhead (IOH), plus General & Administrative (G&A), plus Profit.
- 2 Insert all Job Classifications to be charged to this Agreement.
- 3 Insert the DL Rate for each classification. This is the rate that is actually paid to the employee (before FB, IOH, G&A, or Profit).
- 4 Insert the FB% to be charged to this agreement and copy for each job classification.
- 5 Insert the Base \$ amount for FB (usually just the DL amount).
- 6 The FB \$ will automatically calculate based on the FB% and the FB Base.
- 7 Complete steps 4 and 5 for IOH, G&A, and Profit.
- 8 NOTE: This form automatically calculates the base for all non-labor rates as the Unloaded Hourly/ Direct Labor rate (FB% x DL = FB \$) (See Example 1). Some companies may charge non-labor rates on other non-labor rates. For example, the G&A % rate may be charged on a base of DL +FB. If this is the case, the G&A Base must be modified to read =B2+E2 instead of just =B2. (See example 2)
- 9 If your company standard is to charge clients at a Loaded Rate, verify that the Loaded Rate calculated on this sheet is accurate. The Loaded Rate is for verification purposes only. Contractor must invoice with detailed break-out information.

**Exhibit B
Att B-5 Direct Operating Expenses**

Attachment 7

Pre-approved Travel List *						
Task No.	Prime / Sub Name	Trip #	Who	Departure and Destination	Trip Purpose	Amount
						Commission Funds
2	<i>Prime</i>	2-1	<i>Bob Williams & Jane Condor</i>	<i>Los Angeles to Sacramento</i>	<i>Kickoff Meeting</i>	\$100
3	<i>UC Berkeley</i>	3-1 - 3-4	<i>Principal Investigator & Research Assistant</i>	<i>Los Angeles to Mobile, AL</i>	<i>Four trips for PAC Meetings @ \$300 per trip</i>	\$1,200
Total:						\$0

* Travel is reimbursed at state rates.

Equipment**						
Task No.	Prime / Sub Name	Description	Purpose	# Units	Unit Cost	Amount
						Commission Funds
Total:						\$0

** Equipment is defined as having an acquisition unit cost of at least \$5,000. See instructions for more details.

**Exhibit B
Att B-5 Direct Operating Expenses**

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Material(s)/ Miscellaneous Costs						
Task No.	Prime / Sub Name	Description	Purpose	# Units	Unit Cost	Amount
						Commission Funds
Total:						\$0

Minor Subcontractors					
Task No.	Subcontractor Legal Name	Purpose	DVBE? (Yes/No)	Small/ Micro Business (SB/MB)	Amount
					Commission Funds
Total:					\$0

PLEASE SEE THE INSTRUCTIONS SHEET FOR DETAILED INFORMATION ON COMPLETING THIS FORM.
 If the budget forms are not filled out completely your bid/proposal may be rejected.

Not a Contract Document
Att B-6 Loaded Rate Calculation

Job Classification/Title	DL	FB %	FB Base	FB \$	IOH %	IOH Base	IOH \$	G&A %	G&A Base	G&A \$	Profit %	Profit Base	Profit \$	Loaded Hourly Rate
EXAMPLE 1	\$ 40.00	40%	\$ 40.00	\$ 16.00	35%	\$ 40.00	\$ 14.00	15%	\$ 40.00	\$ 6.00	10%	\$ 40.00	\$ 4.00	\$ 80.00
EXAMPLE 2	\$ 40.00	40%	\$ 40.00	\$ 16.00	35%	\$ 40.00	\$ 14.00	15%	\$ 56.00	\$ 8.40	10%	\$ 40.00	\$ 4.00	\$ 82.40
		0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	\$ -
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Instructions:
 The purpose of this form is to illustrate how the previous forms capture the break-out of a company's loaded rates. This is not a contract document. This form may be used in some solicitations for Cost Evaluation purposes but is otherwise just for the Bidder's Use.
 The loaded rate is the sum of the unloaded hourly rate/ Direct Labor Rate (DL), plus Fringe Benefits (FB), plus Indirect Overhead (IOH), plus General & Administrative (G&A), plus Profit.

1. Insert all Job Classifications to be charged to this agreement.
2. Insert the DL Rate for each classification. This is the rate that is actually paid to the employee (before FB, IOH, G&A, or Profit).
3. Insert the FB% to be charged to this agreement and copy for each job classification.
4. Insert the Base \$ amount for FB (usually just the DL amount).
5. The FB \$ will automatically calculate based on the FB% and the FB Base.
6. Complete steps 3 and 4 for IOH, G&A, and Profit.

NOTE: This form automatically calculates the base for all indirect rates as the Unloaded Hourly/ Direct Labor rate (FB% x DL = FB \$) (See Example 1). Some companies may charge indirects on other indirects, for example, the G&A % rate may be charged on a base of DL +FB. If this is the case, the G&A Base must be modified to read =B2+E2 instead of just =B2. (See example 2)

7. If your company standard is to charge clients at a Loaded Rate, verify that the Loaded Rate calculated on this sheet is accurate. The Loaded Rate is for verification purposes only. Contractor must invoice with detailed break-out information.

Acronyms:	
Direct Labor (Unloaded Hourly Rate)	DL
Fringe Benefits	FB
Indirect Overhead	IOH
General & Administrative	G&A