

Boone County Children's Services Fund

Purchase of Service Contracts for Proposal (RFP) #34-18JUL19

Developing Unit of Service Rate

Conduct a time and resource study for each service and assign an overall cost to each service. Divide the overall cost by the anticipated number of units to be delivered.

EXAMPLE

SERVICE: Case Management

UNIT MEASUREMENT: 15 minutes

PROGRAM EXPENSES:

3 staff x .25 FTE= \$40,000

Materials= \$500

Indirect Expenses = \$6,000* (rent, telephone, utilities, human resources, etc.)

TOTAL PROGRAM EXPENSES: \$46,500

TOTAL # OF ANTICIPATED UNITS: 4,000

TOTAL # OF UNDUPLICATED INDIVIDUALS TO BE SERVED: 200

UNIT OF SERVICE RATE: $\$46,500 \div 4,000 = \$11.63/15$ minutes

*Please review the Boone County Children's Services Board Funding Policy that states that Indirect Expenses must be limited to a maximum of 15% of salary expenses only and does not include benefits.