



INVITATION TO BID: National Female Community Health Volunteer Survey NP01

NP01A: Quantitative Data Collection and Analysis

NP01B: Qualitative Data Collection and Analysis

Issuance Date: **January 20, 2014**

Deadline for Questions: **January 27, 2014 at 1PM EST/6PM GMT**

Closing Date: **February 14, 2014 at 1PM EST/6PM GMT**

Subject: **Advancing Partners & Communities Family Planning Project – Invitation to Bid No. NP01A and NP01B**

The Advancing Partners & Communities (APC) project invites local organizations registered in Nepal, as defined in Section D below, to submit bids to provide data collection services for a national survey on Female Community Health Volunteers (FCHVs). There are two separate but related activities associated with this survey under this Invitation to Bid. Organizations may submit bids for either NP01A or NP01B, and are also welcome to submit bids for both activities. If an organization wishes to submit a bid for both activities, **A SEPARATE TECHNICAL RESPONSE FOR EACH ACTIVITY IS REQUIRED.** Please refer to Sections A and B below for details on each separate activity.

Up to two (2) Firm Fixed Price Contract(s) are anticipated to be awarded under this Invitation to Bid. They will be issued by JSI Research & Training Institute, Inc. (JSI) under the APC project.

Bids, including reference documents, must be submitted by February 14, 2014 at 1PM EST/6PM GMT. Bids must be submitted online. One (1) electronic copy of the bid should be sent to grants-APC@jsi.com.

Invitation to Bid Questions and Answers

Questions about this Invitation to Bid should be submitted to APC at grants-APC@jsi.com, in English, no later than January 27, 2014 at 1PM EST/6PM GMT. A list of all questions and answers will be posted on the APC website by January 31, 2014.

The Invitation to Bid will consist of this announcement and the following:

- Section A – Quantitative Data Collection and Analysis
- Section B - Qualitative Data Collection and Analysis
- Section C – Instructions to Bidders
- Section D – Eligibility and Selection Criteria

Attachment 1 – Sampling Frame for Quantitative Survey
Attachment 2 - Distribution of Wards for Qualitative Survey
Attachment 3 – Budget Templates

Issuance of this Invitation to Bid, or the submission of a bid, does not constitute an award commitment on the part of the United States Government (USG), JSI, and/or FHI 360, nor does it commit the USG, JSI and/or FHI 360 to pay for costs incurred in the preparation and submission of a bid. JSI reserves the right not to fund any of the bids received.

INVITATION TO BID: National Female Community Health Volunteer Survey NP01

NP01A: Quantitative Data Collection and Analysis

NP01B: Qualitative Data Collection and Analysis

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INTRODUCTION

The Advancing Partners and Communities Project (APC) is implemented by JSI Research & Training Institute, Inc. (JSI) and FHI 360. The APC project is a USAID Cooperative Agreement awarded to JSI for the purpose of providing grant invitations to bid, awards, technical assistance, and management services on behalf of the USAID Global Health Bureau and Missions.

USAID Nepal has asked APC to carry out a comprehensive assessment of Female Community Health Volunteers (FCHVs) representing urban and rural FCHVs and Nepal's 75 districts. In addition this assessment will identify beneficiaries of the health system and stakeholders at all levels to have a more in-depth understanding of how the FCHV program is viewed. A significant part of this assessment is conducting two surveys: a quantitative survey of FCHVs and a qualitative survey of stakeholders.

JSI is issuing this Invitation to Bid as part of this overall activity. JSI will be issuing up to two contracts to Nepal organizations. Organizations may submit a bid for either survey, or may submit a bid that includes both surveys. If submitting a bid for both surveys, bidders should prepare two technical applications (Section A and B) below. If organizations are submitting a bid for just one survey, they should submit a technical application for either Section A or Section B below. The Contractor will work under the technical direction of APC, with JSI responsible for the overall management of the Contractor.

Survey Objectives

The overall purpose of this study is to provide national and domain specific pictures of FCHVs including their role, knowledge, and work burden. In addition, the survey is to discern perceptions of FCHVs from the FCHVs themselves, the health workers, the community, and other stakeholders. The objective is to provide information to the Government of Nepal (GON) to inform on-going revisions as part of the effort to improve the program. The frameworks provided are draft, and the final surveys will be determined after the stakeholder meeting in Nepal.

SECTION A: QUANTITATIVE DATA COLLECTION AND ANALYSIS (NP01A)

A1. Quantitative Survey

The quantitative survey will provide a profile of the FCHVs, the support received through the health system, and the services they provide. The survey will be conducted with 4,125 FCHVs in 36,043 wards across 13 domains. The domains are those used by the NDHS. The survey will need to include FCHVs in both urban and rural areas. The detailed survey plan is found in Attachment 1.

The survey will include questions related to:

- Socio-demographic (age, education, literacy, caste, ethnicity);
- Work profile (length of services, working hours, services offered to marginalized populations, population coverage, using of technology);
- Perceptions/attitudes towards their work;

- Support received from higher levels including types and frequency of supervision and monitoring, types of training received (initial training, refresher training, capacity building, content of training) and any incentives and/or other financial support;
- Understanding the role of FCHVs in delivering basic health care services; and
- Mobilization of FCHVs for other social and development activities.

The survey will include both quantitative questions and semi-structured questions, so as to be able to capture all the data listed above.

The data collection is expected to be done using mobile technology. The Contractor is expected to have access to data collection handsets, and to have the data collection tools in place at the start of the survey. No procurement will be supported under this contract.

The Contractor can conduct the questionnaire in Nepali. However, the Contractor will be required to produce an English version of the questionnaire, and will be required to provide the analysis reports in English, and any project reporting will be required in English.

APC will provide the Contractor with the survey questionnaire and will provide the Contractor the necessary study protocols, training materials, field and supervision guidelines. APC will provide the Contractor with training of data collectors which will include a detailed review of questions and guides, role plays, sampling and piloting. APC will work with the Contractor to provide supervision of data collection activities to monitor field work data quality. APC will provide training on transcribing and data entry for both quantitative and qualitative data.

APC Support to Contractor

APC will provide the Contractor with the sampling framework, the survey itself, survey guides, and will provide the Contractor the necessary study protocols, training materials, field and supervision guidelines. APC will conduct the training of data collectors which will include a detailed review of questions and guides, role plays, sampling and piloting. APC will provide the on-line data platform and will work with the Contractor to provide supervision of data collection activities to monitor field work data quality. APC will provide training on transcribing and data entry.

A2. Activities and Responsibilities of the Contractor

The Contractor will be responsible for the following activities:

- Carry out the data collection for the respective surveys, as specified by APC;
- Participate in two stakeholder meetings, one pre-survey and one post-survey;
- Organize and conduct the pre-test of questionnaires;
- Provide mobile technology for data collection;

- Organize field work activities;
- Recruit the field work team; APC will provide training of the field team;
- Provide required ethics/human subject protection training to all staff involved in survey activities;
- Conduct field work with appropriate supervisory and quality check activities;
- Conduct data entry and management;
- Conduct appropriate quality checks at different stages of field work, data entry and the data management process;
- Produce frequency distributions for the data sets;
- Prepare preliminary and final datasets with appropriate documentation;
- Draft a report describing all data collection and data management procedures, supervisor observations/comments, and limitations/problems encountered; and
- Participate in the writing of a series of preliminary and final reports concerning the results of the respective survey.

A3. Timeline

Activity	Dates
Contract start	February 24, 2014
Submission of workplan/timeline	March 3, 2014
Finalization of survey methodology with APC	March 2014
Initial stakeholder meeting	March 2014
Pretesting and interviewer training	March 2014
Finalization of survey	March 2014
Fieldwork	April – July 2014
Data processing and cleaning	July – August 2014
Preliminary data analysis findings	September 2014
Stakeholder meeting	October 2014
Final report	October 2014

A4. Outputs and Deliverables

Quantitative Survey

- Detailed workplan and timeline;
- Final survey questionnaires;

- Biweekly reports on survey progress;
- Weekly update of data into on-line data platform;
- Frequency distributions for quantitative survey;
- Three copies of cleaned raw data and labeled data sets;
- Copy of codebook and any other data documentation; and
- Final Report.

SECTION B: QUALITATIVE DATA COLLECTION AND ANALYSIS (NP01B)

B1. Qualitative Survey

The qualitative survey will investigate the key factors that influence the activities FCHVs carry out, including relationships to the community and interaction/support from the formal health system. This part of the survey will look at perception of their overall work, motivational factors, satisfaction levels, perceived impediments, and workload. The qualitative survey component includes interviews with national stakeholders, semi-structured interviews at the District level, and focus group discussions (FGD) at the community level. There will be approximately 12 interviews at the national level. There will be approximately 40 semi-structured interviews and focus group discussions at the district and community level, using geography groupings (i.e., mountain, hill, terai) to provide coverage that is representative of Nepal. The qualitative survey plan is found in Attachment 2.

The national stakeholder interviews will include the Ministry of Health and Population (MoHP), other ministries, donors, and international non-governmental organizations.

The semi-structured interviews will be with District Health Officers (DHO)/District Public Health Officers (DHPO), District Development Committees (DDC), and Women Development Officers (WDO).

The FGD will be with FCHVs, Health Facility Operation Management Committees, Village Development Committees, and Primary Health Care Centre, Health Post and Sub-Health Post staff. There will also be FGDs composed of community beneficiaries. The composition of the focus groups should be homogeneous, with each group having similar functions or purpose. In some cases, informant interviews may be used in cases of insufficient numbers of respondents.

The Contractor can conduct the survey in Nepali. However, the Contractor will be required to produce an English version of the survey guide, and will be required to provide the analysis reports in English, and any project reporting will be required in English.

APC Support to Contractor

APC will provide the Contractor with the sampling framework, the survey itself, survey guides, and will provide the Contractor the necessary study protocols, training materials, field and

supervision guidelines. APC will conduct the training of data collectors which will include a detailed review of questions and guides, role plays, sampling and piloting. APC will work with the Contractor to provide supervision of data collection activities to monitor field work data quality. APC will provide training on transcribing and data entry.

B2. Activities and Responsibilities of the Contractor

The Contractor will be responsible for the following activities:

- Carry out the data collection for the respective surveys, as specified by APC;
- Participate in two stakeholder meetings, one pre-survey and one post-survey;
- Print interview guides;
- Organize and conduct the pre-test of questionnaires;
- Organize field work activities;
- Recruit the field work team; APC will provide training of the field team;
- Provide required ethics/human subject protection training to all staff involved in survey activities;
- Conduct field work with appropriate supervisory and quality check activities;
- Conduct data management;
- Conduct appropriate quality checks at different stages of field work, data entry and the data management process;
- Draft a report describing all data collection and data management procedures, supervisor observations/comments, and limitations/problems encountered; and
- Participate in the writing of a series of preliminary and final reports concerning the results of the respective survey.

B3. Timeline

Activity	Dates
Contract start	February 24, 2014
Submission of workplan/timeline	March 3, 2014
Finalization of survey methodology with APC	March 2014
Initial stakeholder meeting	March 2014
Pretesting and interviewer training	March 2014
Finalization of survey	March 2014
Fieldwork	April – July 2014
Data processing	July – August 2014
Preliminary data analysis findings	September 2014
Stakeholder meeting	October 2014
Final report	October 2014

B4. Outputs and Deliverables

Qualitative Survey

- Detailed workplan and timeline;
- Survey guides (qualitative) in Nepali and English;
- Biweekly reports on progress;
- Translation of 10% of interviews/FGD into English;
- All completed questionnaires handed over to APC; and
- Final Report.

SECTION C: INSTRUCTIONS TO BIDDERS

Organizations wishing to provide the services as requested in this Invitation to Bid should submit: 1) a technical bid, 2) an organizational description demonstrating the capacity to serve this role, and 3) a summary and detailed budget. The bid may be no more than eight (8) pages in length, including the cover page. All bids should be typed on standard letter-sized paper with 1” margins, using a font size of 12 Times New Roman, except within tables and in the budget section where the font size may be smaller but must be easily readable. The bid is to be submitted in English using MS Word/Excel/PowerPoint format. The bid should include:

1. Cover Page [one (1) page maximum]

The Cover Page should clearly identify the bid as responding to this Invitation to Bid and which activity the organization is submitting a bid for (NP01A or NP01B). The Cover Page should state the bidding organization’s name, address, phone numbers, URL, and main email address. There should be a contact person listed for any purpose related to this bid, No. NP01.

2. Technical Specifications [three (3) pages maximum]

The bid should describe in detail their approach to addressing the technical and logistical requirements to conduct a survey of the type and magnitude described above. This section should describe in detail how the organization will address the responsibilities and activities outlined in the sections above. The bid should include a description of available resources that will be used to carry out the required tasks. The bid should also present a detailed workplan and timeline for all activities. A Gantt Chart could be used for that purpose.

3. Organizational Profile and Staffing [four (4) pages maximum]

Staffing [three (3) pages maximum]

The bid should provide a brief description of the overall structure of the organization. The bid should name the key technical personnel that will be involved in the activities. It should name at least the Project Manager who will serve as the main technical contact person with APC. The bid should also describe the number and roles/responsibilities of the staff that will implement the survey. Summary paragraphs providing a brief description of key staff should be included.

Organizational Profile [one (1) page maximum]

The bid should describe the organization's past experience in successfully conducting similar surveys in Nepal, with a list of past projects.

4. Summary and Detailed Budget (Not included in the eight (8) page limit)

A detailed line-item and a summary budget should be prepared based on the tasks/responsibilities described above and presented in the format specified in Attachment 3. The budget should be presented in Nepal Rupees and U.S. Dollars. It should include, but not be limited to:

Personnel cost: List daily rate, number of workdays and amount for each category of staff (e.g. interviewer, supervisor, data entry clerk, statistician, drivers). Please provide justification and a description of responsibilities for each category of staff.

Per Diem: List daily rate, number of Per Diem days and amount for each category of staff (e.g., interviewer, supervisor, data entry clerk, statistician, driver).

Transport: List number of vehicles and number of days needed, estimated mileage and fuel cost per mile, vehicle maintenance and/or rental, if necessary.

Materials: Questionnaire production cost (unit cost per questionnaire multiplied by the number of printed copies); interviewers' equipment; other equipment and material used for data collection and management.

Miscellaneous: List any other costs.

All bids must be submitted by **February 14, 2014 by 1PM EST/6PM GMT**. Bids submitted after the closing date and time may not be considered. The bid must be accompanied by a cover letter typed on official organizational letterhead and signed by a person who has signatory authority for the bidder. Submit the complete package (electronic format) on or before the due date and time to grants-APC@jsi.com.

Bidders should submit all documents as email attachments. It is not necessary to send a hard copy of the bid via mail or fax. The Budget Documents should be submitted as separate attachments, and not be included in the technical specifications. Bidders should not include photographs as part of their proposal.

Invitation to Bid Questions and Answers

Questions about this Invitation to Bid may be submitted to APC at grants-APC@jsi.com, in English, by January 27, 2014 at 1PM EST/6PM GMT. A list of all questions and answers will be posted on the APC website by January 31, 2014.

SECTION D: ELIGIBILITY AND SELECTION CRITERIA

D1. Eligibility

This Invitation to Bid is open to organizations that are local entities in Nepal, as defined by USAID. A local entity is a corporation or non-profit organization that:

1. Is legally organized under the laws of Nepal;
2. Has its principal place of business or operations in Nepal; and
3. Either is majority owned by individuals who are citizens or lawful permanent residents of Nepal, or managed by a governing body the majority of whom are citizens or lawful permanent residents of Nepal.

D2. Selection Process

Bids will undergo a preliminary review by APC project staff for responsiveness to the Invitation to Bid. Incomplete bids, bids judged to be unresponsive to the Invitation to Bid, and bids submitted after the due date and time may not be considered.

The Technical Specifications will be evaluated in accordance with the criteria set forth in Section D3. Thereafter, the proposed budget of an acceptable Technical Bid will be reviewed for general reasonableness, allowability and allocability of costs. The Contract will be offered to the organization whose bid offers the greatest value and will be made based on the ranking of bids according to the technical selection criteria.

The APC project reserves the right to request further information from all organizations deemed to have met initial selection criteria, as needed to make a final selection. The APC project Financial Director will use the conclusions and recommendations of the technical evaluation together with an evaluation of costs to determine if negotiations with a Bidder will be required.

The successful Bidder(s) will be offered a Firm Fixed Price Contract from JSI.

D3. Technical Evaluation Criteria

Bidders should note that these criteria serve to: 1) identify the significant matters that Bidders should address in their bids; and 2) set the standard against which bids will be evaluated.

The bid will be evaluated against the following criteria:

- I. Technical Approach (35 points):** The extent to which the Bidder demonstrates an understanding of the type of survey, and the data collection approach and techniques required to meet the survey needs. The successful Bidder will demonstrate an understanding of the data analysis requirements specific to the survey. In addition, the bid will be evaluated on the clarity of the workplan, time table, and plan to mobilize the resources required to collect the data.
- II. Bidder Capacity (35 points):** The extent to which the Bidder provides clear discussion of the organization's capacity to carry out the proposed activities as demonstrated through evidence of satisfactory accomplishment of reasonably comparable programs (past performance).
- III. Staffing and Management (30 points):** The extent to which the Bidder proposes a staffing and management structure that will be able to carry out the proposed activities as submitted, including qualified personnel who demonstrate the ability to achieve the objectives of the project.

ATTACHMENT 1 – SAMPLING FRAME FOR QUANTITATIVE SURVEY

No. Domains	Region (Domain)	No. Districts	District	# of VDCs	Enumeration Area (EA)			Total Ward Population
					Rural VDCs (#)	Urban VDCs (#)	Total Wards (#)	
1	Eastern mountain	1	Taplejung	50	50	0	450	127,461
		2	Sankhuwasab	34	21	13	310	158,742
		3	Solukhumbu	34	34	0	310	105,886
2	Eastern hill	4	Panchthar	41	41	0	369	191,817
		5	Ilam	49	40	9	441	290,254
		6	Dhankuta	36	27	9	324	163,412
		7	Terhathum	32	32	0	288	101,577
		8	Bhojpur	63	63	0	567	182,459
		9	Okhaldhunga	56	56	0	504	147,984
		10	Khotang	76	76	0	684	206,312
3	Eastern terai	11	Jhapa	50	3	47	470	812,650
		12	Morang	66	44	22	607	965,370
		13	Sunsari	52	14	38	479	763,487
		14	Udayapur	45	28	17	413	317,532
		15	Saptari	115	105	10	1,035	639,284
		16	Siraha	108	89	19	973	637,328
4	Central mountain	17	Dolakha	52	52	0	472	186,557
		18	Sindhupalcho	79	79	0	711	287,798
		19	Rasuwa	18	18	0	162	43,300
5	Central hill	20	Ramechhap	55	55	0	495	202,646
		21	Kavrepalanch	90	57	33	816	381,937
		22	Lalitpur	42	20	22	391	468,132
		23	Bhaktapur	18	16	2	178	304,651
		24	Kathmandu	59	5	54	567	1,744,240
		25	Nuwakot	62	51	11	560	277,471
		26	Dhading	50	50	0	450	336,067
6	Central terai	27	Dhanusa	102	86	16	925	754,777
		28	Mahottari	77	64	13	697	627,580
		29	Sarlahi	100	90	10	901	769,729
		30	Sindhuli	54	23	31	495	296,192
		31	Makwanpur	44	33	11	398	420,477
		32	Rautahat	97	84	13	876	686,722
		33	Bara	99	85	14	896	687,708
		34	Parsa	83	64	19	757	601,017
		35	Chitawan	38	11	27	351	579,984
7	Western mountain*	36	Manang	13	13	0	117	6,538
		37	Mustang	16	16	0	144	13,452
		38	Dolpa	23	23	0	207	36,700
		39	Jumla	30	21	9	270	108,921

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		40	Kalikot	30	30	0	270	136,948
		41	Mugu	24	24	0	216	55,286
		42	Humla	27	27	0	243	50,858
		43	Bajura	27	27	0	243	134,912
		44	Bajhang	47	47	0	423	195,159
		45	Darchula	41	41	0	369	133,274
8	Western hill	46	Gorkha	67	56	11	605	271,061
		47	Lamjung	61	61	0	549	167,724
		48	Tanahu	47	36	11	425	323,288
		49	Syangja	62	38	24	564	289,148
		50	Kaski	45	12	33	420	492,098
		51	Myagdi	41	41	0	369	113,641
		52	Parbat	55	55	0	495	146,590
		53	Baglung	60	49	11	542	268,613
		54	Gulmi	79	79	0	711	280,160
		55	Palpa	66	51	15	600	261,180
		56	Arghakhanchi	42	42	0	378	197,632
9	Western terai	57	Kapilbastu	78	64	14	707	571,936
		58	Nawalparasi	74	61	13	670	643,508
		59	Rupandehi	71	43	28	649	880,196
10	Mid-western hill	60	Pyuthan	49	49	0	441	228,102
		61	Rolpa	51	51	0	459	224,506
		62	Rukum	43	43	0	387	208,567
		63	Salyan	47	47	0	423	242,444
		64	Dailekh	56	47	9	504	261,770
		65	Jajarkot	30	30	0	270	171,304
11	Mid-western terai	66	Dang	41	19	22	373	552,583
		67	Banke	47	30	17	431	491,313
		68	Bardiya	32	18	14	293	426,576
		69	Surkhet	51	39	12	462	350,804
12	Far-western hill	70	Achham	75	75	0	675	257,477
		71	Doti	51	37	14	464	211,746
		72	Baitadi	63	50	13	571	250,898
13	Far-western terai	73	Kailali	44	21	23	401	775,709
		74	Kanchanpur	20	1	19	190	451,248
		75	Dadelhura	21	10	11	191	142,094
				3,973	3,190	783	36,043	
								26,494,504

*Includes the western, mid-western, and far-western mountain domains due to small population size.

Estimated sample size 3,750
10% margin 375
Total sample size 4,125

FCHVs 4,125
Wards 36,043
Sampling # 9

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ATTACHMENT 2 - DISTRIBUTION OF WARDS FOR QUALITATIVE SURVEY

Geographic Region	National Stakeholder Interviews	Semi-Structured Interviews (SSIs)			Focus Group Discussions (FGDs)				
		District Health Office/District Public Health Office (DHO/DPHO)	District Development Committee (DDC)	Women Development Office (WDO)	FCHVs	Health Facility Operation Management Committees (HFOMC)	Village Development Committees (VDC)	Health Workers from PHCC/HP/SHP	Community Beneficiaries (Mother's Groups)
National	12	-	-	-	-	-	-	-	-
Mountain	-	2	2	2	3	2	2	2	3
Hill	-	2	2	2	3	2	2	2	3
Terai	-	2	2	2	3	2	2	2	3
Total = 66	12	6	6	6	9	6	6	6	9

ATTACHMENT 3: BUDGET TEMPLATES

Summary Budget Template

All budget estimates should be in Nepal Rupees and U.S. Dollars.

Summary Budget for (Insert NP01A or NP01B) Assessment

	Total Cost NRs	Total Cost US\$
1 TOTAL PERSONNEL COST	0	0
2 TOTAL PER DIEM COSTS	0	0
3 TOTAL TRANSPORT COSTS	0	0
4 TOTAL MATERIALS COSTS	0	0
5 TOTAL MISCELLANEOUS COSTS	0	0
TOTAL COSTS	0	0

Detailed Budget and Justification Template

Detailed Budget and Justification for (Insert NP01A or NP01B) Assessment

Exchange Rate Used: 1 NR = __ US\$

Budget Category Total	Unit	Nepal Rupees		US Dollars		Remarks
		Rate NRs	Total NRs	Rate US\$	Total US\$	
1. Personnel Costs Staff Title Staff Title Staff Title Staff Title (add lines as needed)						
2. Per Diem Costs Staff Title Staff Title Staff Title Staff Title (add lines as needed)						
3. Transport Costs Vehicle Fuel Maintenance (add lines as needed)						
4. Materials Costs Questionnaire Printing Item 1 Item 2 Item 3 (add lines as needed)						
5. Miscellaneous Costs Item 1 Item 2 Item 3 Item 4 (add lines as needed)						

Total Cost						
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