**Cost Comparison Worksheet**

**WDT-RTG-Program**

*[Add Applicant Organization Name to the Header]*

In accordance with Section V.C.4 of the RFA, Applicants (regardless of whether training will be delivered in-house by the Applicant or by an outside training provider) must provide cost comparison information on the proposed tuition rate from two (2) training providers other than the selected training provider which shows that a training provider with a comparable tuition rate was selected. This information will document that the costs of the selected training program are reasonable and will be the basis for awarding points for program cost. Note that comparisons should be from training programs for like or similar occupational skills job titles.

Please complete the chart below with cost information for the selected training provider and two (2) comparison providers, showing that a training provider with a comparable tuition rate was selected. If obtaining comparison information is not possible, the Applicant should note the reason(s) below the chart by providing a narrative justification.

Applicants are encouraged to use NYSDOL’s Eligible Training Provider List (ETPL) as a resource for obtaining comparison costs to their selected training program. A link to the ETPL can be found here: <https://applications.labor.ny.gov/ETPL/>.

Documentation of the Quoted Cost Per Trainee from training providers listed below must be included with this form (i.e., screen print outs of published tuition rates, email correspondence for non-published tuition rates, etc.).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Training Provider Name** | **Program of Training or Stand-Alone Course Name** | **Quoted Cost Per Trainee** | **Number of Trainees** |
| Chosen Provider |       |       |       |       |
| Bidder # 2 |       |       |       |       |
| Bidder # 3 |       |       |       |       |

If the required comparison information has not been provided above, or if a competitive tuition rate has not been selected, please provide a narrative justification describing the reason(s). The applicant should refer to Section V.C.4 of the WDT for examples of acceptable reasons. Any justification will be reviewed by NYSDOL and may result in cost points being awarded. Therefore, please include as much detail as possible to allow for a complete and accurate program cost review.