

Consultant Letter of Commitment Template

PI Name
Address

Dear PI:

This letter serves as a quote for professional services related to your proposal, "*Proposal Title*," which will be submitted to *Funding Agency Name Program Name*. Costs include my time and services, inclusive of all travel expenses, to perform the following:

Itemized Statement of Work with Deliverables Noted

To complete the above, I will require *{Total Cost}*, which breaks down to *Number of Hours/Days* at a rate of *Hourly or Daily Rate in \$*. The annual break down of tasks and associated costs follows:

Insert annual tasks, hours, and costs, for example:

Year 1: Developing and distributing questionnaire: XX hours @ \$XX = \$XX

Other Year 1 Tasks

Total Year 1 Cost: \$XX

Year 2: Transcription, coding, analysis and synthesis of data: XX hours @ \$XX = \$XX

Total Year2 Cost: \$XX

In addition to committing myself to performing these services for the quoted rate, this letter also serves to certify that I am not an employee of Colorado State University. I understand that if this proposal to *Funding Agency Name Program Name* is successful, Colorado State University Procurement Services may have to put this consulting activity out for competitive bid. Finally, I attest that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

Signature Line