

**ATTACHMENT F**

**PRICE PROPOSAL INSTRUCTIONS**

**For**

**ORD's Graphics and Media (G&M) Support**

In order for EPA to evaluate proposals in accordance with the Evaluation Criteria, offerors must address the following in their price proposals.

1. The price proposal shall be double-sided typewritten pages in times new roman font on standard 8 ½ X 11 inch paper, using no less than 12-point character size and no less than one inch all around margins.
2. Proposals shall be submitted through FedConnect.

**Pricing Information**

1. Offers may identify different labor disciplines (i.e., different labor titles) that may be utilized for work under the specific Task Areas in the Performance Work Statement (PWS) during the five-year period of the contract as long as the individuals in those disciplines have the same qualifications and abilities described in Attachment C. The estimates labor hours provided in the table below are to be used for the price proposal regardless of the discipline title used. The offeror is requested to clearly identify any labor title changes (i.e., chart, narrative etc.)
2. Offers shall include Price Sheets showing, for each labor discipline within each labor category identified below, the fully loaded labor rates that will apply during the five-year contract period. Each Price Sheet shall clearly identify the applicable time period for the rates cited thereon, and shall also identify any discounts which are being offered.
3. The offer shall identify any indirect rates (i.e., those indirect rates applied to proposed Other Direct Costs) which will be utilized in pricing task order requirements, if applicable, along with an explanation of how any such rates will be applied. The clause EPAAR 1552.242-70, Indirect Costs, will be used to incorporate the indirect rates as ceiling rates into the resulting contract as proposed for each year of the contract. Additionally, the offer shall demonstrate that such charges are consistent with the offeror's standard accounting practice. Other direct costs (ODCs) include but are not limited to travel, supplies, and miscellaneous.

**Estimated Hours Pricing Matrix**  
**(For Pricing Evaluation Purposes Only)**

Estimated Labor Category	Estimated Level of Effort (Hours) For First Year	Loaded labor Rate for First Year	Estimated Level of Effort (Hours) For Second Year	Loaded labor Rate for Second Year	Estimated Level of Effort (Hours) For Third Year	Loaded labor Rate for Third Year	Estimated Level of Effort (Hours) For Fourth Year	Loaded labor Rate for Fourth Year	Estimated Level of Effort (Hours) For Fifth Year	Loaded labor Rate for Fifth Year	Total cost per discipline level or all five years
Professional Level 3 (PL-3) – Program Manager	670	\$	670	\$	670	\$	670	\$	670	\$	
Professional Level 3 (PL-3) - Senior Graphics Designer	4,000	\$	4,000	\$	4,000	\$	4,000	\$	4,000	\$	
<b><i>Total cost per year for Professional Level 3 (PL-3)</i></b>	<b>4,670</b>	<b>\$</b>	<b>4,670</b>	<b>\$</b>	<b>4,670</b>	<b>\$</b>	<b>4,670</b>	<b>\$</b>	<b>4,670</b>	<b>\$</b>	<b>\$</b>
Professional Level 2 (PL-2) Mid-Level Graphics Designer	11,000	\$	11,000	\$	11,000	\$	11,000	\$	11,000	\$	
Professional Level 2 (PL-2) Technical Writer	200	\$	200	\$	200	\$	200	\$	200	\$	
Professional Level 2 (PL-2) Web Administrator	850		850		850		850		850		
Professional Level 2 (PL-2) Database Specialist	610		610		610		610		610		
<b><i>Total cost per year for Professional Level 2 (PL-2)</i></b>	<b>12,660</b>	<b>\$</b>	<b>12,660</b>	<b>\$</b>	<b>12,660</b>	<b>\$</b>	<b>12,660</b>	<b>\$</b>	<b>12,660</b>	<b>\$</b>	<b>\$</b>
Professional Level 1 (PL-1) Jr. Graphics Designer	6,300	\$	6,300	\$	6,300	\$	6,300	\$	6,300	\$	
Professional Level 1 (PL-1) Analyst	60	\$	60	\$	60	\$	60	\$	60	\$	
<b><i>Total cost per year for Professional Level 1 (PL-1)</i></b>	<b>6,360</b>	<b>\$</b>	<b>6,360</b>	<b>\$</b>	<b>6,360</b>	<b>\$</b>	<b>6,360</b>	<b>\$</b>	<b>6,360</b>	<b>\$</b>	<b>\$</b>
<b>Total hours per year and total labor cost per year</b>	<b>22,230</b>		<b>22,230</b>		<b>22,230</b>		<b>22,230</b>		<b>22,230</b>		<b>\$</b>

**\*The LOE provide is an estimate and are provided only for purpose of price evaluation. In addition, the total cost is being requested only for the purpose of evaluation and will not be**

**a firm fixed price for performance estimates are for pricing evaluation only. The proposed loaded labor rates will be incorporated into the contract and must be used for pricing individual task orders during performance. The labor rates incorporated into the contract may be discounted during performance but may not be higher than the incorporated rates. The following table represents the anticipated ODCs for the five-year ordering period:**

Other Direct Costs					
	First Year	Second Year	Third Year	Fourth Year	Fifth Year
Travel	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Supplies/ Materials	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Miscellaneous	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
Total	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00