

# **K-12 School and Higher Education Reopening Plan Consulting Services**

## **Cost Proposal**

**Solicitation Number RFP21000563**

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### **Submitted to:**

**State of Rhode Island and  
Providence Plantations  
Department of Administration  
Division of Purchases  
One Capitol Hill  
Providence, RI 02908-5855  
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### **Submitted by:**

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### **Due Date:**

**April 13, 2021**

	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	<u>Total</u>		
<b>WestEd</b> State of Rhode Island Solicitation Number: RFP21000563 K-12 School and Higher Education Reopening Plan Consulting Services April 2021 - March 2022															
	<b>Loaded</b>														
<b>LABOR</b>	<u>Hourly Rate</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Cost</u>
WestEd Staff	\$165.305	351.36	346.40	326.48	286.48	306.48	261.52	226.48	201.52	216.48	191.52	216.48	131.52	3,062.72	\$506,283
<b>FULLY LOADED LABOR SUBTOTAL</b>		351.36	346.40	326.48	286.48	306.48	261.52	226.48	201.52	216.48	191.52	216.48	131.52	3,062.72	\$506,283
<b>OTHER DIRECT COSTS (ODC)</b>															
Travel															\$6,806
Subcontractors															\$394,734
<b>ODC SUBTOTAL</b>															<b>\$401,540</b>
INDIRECT ON ODCS															\$7,952
<b>SUBTOTAL ODCs+INDIRECT</b>															<b>\$409,492</b>
FEE (5% X ODCs+INDIRECT)															\$20,475
<b>SUBTOTAL ODCs+INDIRECT+FEE</b>															<b>\$429,967</b>
<b>GRAND TOTAL</b>															<b>\$936,250</b>



**BUDGET JUSTIFICATION**  
**State of Rhode Island**  
**Solicitation Number: RFP21000563**  
**K-12 School and Higher Education Reopening Plan Consulting**  
**Services**  
**April 2021 – March 2022**

**Salaries and Benefits**

Employee salaries are based upon WestEd’s fiscal year salary schedule as approved by the agency’s Board of Directors. Salaries include the actual days worked for each employee. Salary rates are fully loaded rates. WestEd’s minimum working days for one full-time employee (FTE) are 222 per year (1,776 hours per year). Benefits include worker’s compensation, unemployment tax, and FICA for both employee classifications. Regular employees also receive retirement, medical/dental, life insurance, disability insurance, and other staff benefits.

Our proposed staff team (described in the Staff Qualifications section of the technical narrative in detail) includes a Project Director (Dana Chambers), two senior advisors (Jason Willis, Natalie Walrond), task leads for each area of the work (public health and safety, strategic resource allocation, and student wellness and learning) and project teams to support carrying out each of the tasks 1 through 3 described in the technical narrative.

**Travel**

Per diem and mileage are charged at GSA’s approved reimbursement rates. All other travel expense reimbursements are based on the Agency’s policy. Airfare estimates are based on current average round-trip coach fares provided by the Agency’s travel agencies. Lodging is based on average rates for various cities. For each trip, other expenses include ground transportation (including shuttles, taxis, or trains), parking, tolls, and incidentals.

Contingent upon the contracting officer’s prior approval, below is the anticipated travel included in the budget:

- WestEd proposes up to 5 trips of up to 2 days in length, (from Washington, DC to Providence, RI) for the project director to meet with RI leadership in Rhode Island to support the planning and implementation of the workplan described in the technical narrative.
- WestEd proposes up to 2 trips of up to 2 days in length (from San Francisco, CA to Providence, RI) for senior advisor Jason Willis to support the planning and implementation of the workplan described in the technical narrative, in support of the project director.

This travel is subject to public health recommendations and related travel restrictions due to the COVID-19 pandemic. Should RI leadership wish to transition some of the virtual activities and supports described in the workplan in the technical narrative to be in-person supports, WestEd is amenable to adjusting the proposed travel budget in this cost proposal to include additional onsite supports and travel for additional project staff.

<b>Travel Description</b>	<b># Staff</b>	<b># Trips</b>	<b>Days/Nights</b>	<b>Price/Trip</b>	<b>Total Cost</b>
Project director traveling from Washington, DC to Providence, RI for project planning and implementation supports	1	5	2d/2n	\$936.60	\$4,683
Senior advisor traveling from San Francisco, CA to Providence, RI for project planning and implementation supports	1	2	2d/2n	\$1,061.50	\$2,123

**Subcontractors**

**National Institute on Out-of-School Time (NIOST):** \$80,510

NIOST, a nationally recognized provider supporting out of school time programming, will provide task leadership of the learning programming education consulting work in Task 2. Staff @ \$97.00-hr x 830-hours = \$80,510

**Public Health Institute (PHI):** \$314,224

PHI, a global expert in public health and safety best practices, will provide task leadership of the public health consulting work in Task 3.

<b>Line Items</b>	<b>Total</b>
Salaries & Fringe	\$206,495
Consultants	\$30,000
Travel	\$18,146
Other Direct Costs	\$15,775
<b>Subtotal Direct Costs</b>	<b>\$270,416</b>
Indirect Costs	\$43,808
<b>Total</b>	<b>\$314,224</b>

Resources provided in PHI's subcontractor budget include TA/consulting supports for the services described in technical narrative workplan section in subtasks 3.1, 3.2, and 3.3. Upon request, the PHI team can provide estimated cost and workplan information for additional services described here:

- PHI's current budget assumes they will offer some limited project management support for vendor/agency-administered testing programs, but will not be directly responsible for administering the testing -- PHI could provide for more comprehensive management of an on-the-ground testing program at additional cost
- PHI's current budget assumes consulting/TA on setting up a hotline/warmline as described in the workplan, but does not include implementation/oversight of hotline services - these services could be provided for at additional cost
- PHI's current budget assumes consulting/TA on RI's development of an online dashboard for schools to inform RI selection on what to include in an online dashboard, but does not include resources for development of such a dashboard - these services could be provided for at additional cost
- PHI's current budget assumes consulting and TA/guidance on testing training but does not include development of a training platform - these services could be provided for at additional cost

### **Indirect**

The Agency's indirect cost rate (overhead rate) is negotiated with its cognizant agency, the United States Department of Education. WestEd's 2021 indirect rate is 14.0%. WestEd's indirect cost pool includes Board/Board support, the Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. For each subcontractor, indirect is charged on the first \$25,000 each year.

### **Management Fee**

The inclusion of fees on contracts awarded to organizations like WestEd has been a common practice by federal agencies for many years. The government recognizes that the cost principles under which contractors can claim reimbursement of costs incurred on a project do not allow recovery of all necessary and pertinent costs of doing business. In order for the contractor to remain viable, a fee must be received. This conclusion has been accepted by the General Accounting Office and is supported by numerous studies conducted on the subject.