

## FAQs: Logger safety education program RFP

1. Regarding the first paragraph of Attachment C: Cost detail, which states the following.

*Responders must submit hourly rates for all staff members anticipated to perform work under a resulting contract. The rate(s) identified in the cost proposal must reflect all costs, including: travel expenses, mass mailings, fees, commissions, compensation, equipment and other charges. Provide the cost in the form of a maximum hourly rate and include the number of hours to complete the work. The maximum hourly rate should include travel and other expenses. DLI will not reimburse for travel and other indirect costs separately. Price will be a significant factor in the evaluation of proposals.*

Our proposal likely will include personnel expenses as well expenses for travel (mileage, lodging, food), mailings, development of a brochure to promote the sessions, etc. Are we to combine all of those costs into one item – "Personnel and all associated expenses" – and show the hourly rate for that single combined expense or should our budget indicate and include the maximum hourly rate only for personnel as well as separate line entries for nonpersonnel expenses?

**Response:** Expenses are itemized and then compiled into a total base expense for each individual anticipated to perform work under the resulting contract. An hourly rate is determined for each.

For example: \$25 an hour for employees; \$200 for printing and mailing; four hours to complete the project, so  $(\$25 \times 4) + \$200 = \$300$ .

\$300 for four hours

The maximum hourly rate is \$75; four hours to complete project.

2. On the "Loggers training RFP attachments" document, page seven (the equal pay certificate), it asks for the issuing entity and project number or lease address. What are those two items being asked?

**Response:** Information in these sections is not required.

3. Do I need to submit an equal pay certificate if the response is less than \$500,00?

**Response:** No, you do not need to submit this form if the response is less than \$500,000.

4. If I am not a veteran do I need to submit Attachment D: Veteran-owned preference form?

**Response:** If this does not apply to the company, there is no need to include it in your response.