**Sourcing Event: 0000008693**  
**Attachment 6**  
**Price Proposal**

The Financial Counseling Program is billed by an hourly base rate with some allowable additional costs. For each hour worked, contractor may bill a Base Hourly Rate for the counselor’s time and an Overhead Rate. Additionally, an optional pricing structure is available for Contractor billing to support long-term retention of financial counselors, multilingual service provision, and enhanced advocacy activities on behalf of clients. Each contract awarded shall have a cost of living adjustment equal to 3.5% every two years.

Pricing structure is as follows:

* Base Hourly Rate (REQUIRED): Contractor’s hourly rate for providing counseling services, outreach activities, and client administrative activities.
* Overhead % Rate (REQUIRED): Contractor’s may charge a percentage of the Base Hourly Rate for the cost of general overhead for providing service as a contractor for this contract.
* Additional costs: Allowable additional costs include NACCC certification, credit reports billed at cost, and ChexAdvisor reports. Any cost not included here must be reviewed and approved by OFE before it may be billed.

Additionally, Contractor may exercise the following optional Equity Pricing Structure:

* Tenured Counselor Rate: Rate may be billed for hours worked by counselor who has provided financial counseling services on a TTX contract for at least two years. The intent of this rate increase is for tenured counselor compensation to be increased. Maximum allowable rate that may be billed is Base Hourly Rate + 5%.
* Bilingual or Multilingual Counselor Rate: Rate may be billed for hours worked by counselor who has the ability to provide financial counseling in English and at least one other language. The intent of this rate increase is for bilingual or multilingual counselor compensation to be increased. Maximum allowable rate that may be billed is Base Hourly Rate + 5%.
* Client Advocacy Rate (*Optional)*: Rate may be billed for hours spent conducting client advocacy. Client advocacy activities include (1) accompanying a client to make incident reports (such as in cases of identity theft), (2) wielding a client’s power of attorney to advocate to credit bureaus for the removal of incorrect marks on credit reports, and (3) the escalation of consumer rights violations on credit reports to appropriate attorneys. Additional client advocacy activities not listed must be approved in writing by OFE prior to billing. Contractor shall submit an activity log for all Client Advocacy billable hours with their invoice. Maximum allowable rate that may be billed is Base Hourly Rate + 5%.

A sample invoice template is provided in Appendix A. Contractor shall submit an activity log for all Client Advocacy billable hours. Contractor payroll may be subject to audit to verify rates of pay for Tenured Counselors and Bilingual or Multilingual Counselors.

The Price proposal will be evaluated by scoring the proposed Base Hourly Rate, the Overhead % Rate, Overhead Detail, and the allocation of a score for usage of the Equity Pricing Structure as follows:

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| Base Hourly Rate | 5 points |
| Overhead % Rate | 5 points |
| Overhead Detail | 2 points |
| Equity Pricing Structure | 3 points |
| **TOTAL** | 15 points |

The Base Hourly Rate will be scored based on the following formula:

Score = (Lowest Proposed Base Hourly Rate/Proposer’s Base Hourly Rate) x (5 points)

The Overhead % Rate will be scored based on the following formula:

Score = (Lowest Proposed Overhead %/Proposer’s Overhead %) x (5 points)

Contractor shall receive 2 points for providing a detailed breakdown of Overhead costs and up to 3 points for use of the Equity Pricing Structure.

Proposers shall submit a Price Proposal by completing the following (3) tables in this attachment:

|  |  |
| --- | --- |
| **PRICE PROPOSAL** | |
| **REQUIRED: Base Hourly Rate** | **$ / Hour** |
| **REQUIRED: Overhead % of Base Hourly Rate** | **%** |

|  |  |
| --- | --- |
| **OVERHEAD DETAIL: Provide an itemized breakdown of the monthly costs included in your proposed Overhead percentage.** | |
| **Description** | **Monthly Cost** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **EQUITY PRICING STRUCTURE** | |
| 1. Per the specifications in this RFP, will your organization pay a Tenured Counselor Rate? | Y / N |
| 1. Per the specifications in this RFP, will your organization pay a Bilingual or Multilingual Counselor Rate? | Y / N |
| 1. Per the specifications in this RFP, will your organization pay a Client Advocacy Rate? | Y / N |