

James Russell

From: Charlotte Cole Kirk <ckirk@epspros.com>
Sent: Friday, July 1, 2022 1:06 PM
To: James Russell
Subject: RE: EPS_GMU - Contract Renewal

Hi Jim,

I have included the rates in the manner you requested. We do have a request for individual training/coaching, which would be conducted at an hourly rate. Our individual training/coaching rate is the same as our investigation rate. Would it be possible to add individual training? If so, I suggest this be added as Item E: E. Individual Training - \$380, Minimum 6 hours

- A. Hourly Rate first five (5) investigations - \$380/hour
- B. Hourly rate after first five (5) investigations - \$353/hour
- C. Group Training, half day Face-to-Face - \$4,500 (half day virtual \$4,050)
- D. Group Training, full day Face-to-Face - \$6,500 (full day virtual \$6,050)

The following notes apply to investigations and/or training, with the exception of Notes 6 and 7, which are specific to individual training. If you do not want to include individual training (Item E above), then Notes 6 and 7 will not need to be included.

1. Regarding investigations, our fees are based on how much time is spent on a matter and by whom it is spent. The hourly rates of others at EPS who may assist the EPS Consultant, including a quality control review of any written report that is prepared at the conclusion of the investigation, will also be reflected on the bill. A minimum time of 1/10 hour is charged for work performed, even though the actual time expended may be less. Work in excess of 1/10 hour is billed in increments of 1/10 of an hour.
2. The billable rate for investigation services does not include actual expenses incurred by EPS including travel expenses, such as airfare, hotel, public transportation, mileage, parking and tolls, shipping, conference room rental, or copy charges. Incidental expenses are noted as itemized charges on the invoice.
Reimbursable travel expenditures will be billed according to the current rates allowed by the Commonwealth of Virginia.
3. For investigations, EPS charges travel time outside of a one-half-hour radius of the investigator's EPS office at one-half the investigator's standard hourly rate.
4. Should a consultant be on site for an investigation and if for any reason the scheduled investigation does not go forward, EPS will charge the investigator's time, or a minimum of 2 hours, at the investigation rate. In addition, any non-refundable costs incurred prior to the cancellation of the onsite work will be billed to Polaroid. This includes any fees necessary to change the travel plans (i.e., re-ticketing penalties). EPS will make a reasonable attempt to mitigate or avoid these expenses.
Reimbursable travel expenditures will be billed according to the current rates allowed by the Commonwealth of Virginia.
5. Training rates for full and half day training engagements include all class and materials preparation but do not include actual, reasonable expenses or travel time, which contractor will bill at a rate of \$150 an hour.
Reimbursable travel expenditures will be billed according to the current rates allowed by the Commonwealth of Virginia.

6. The hourly individual training rate does not include preparation of the materials, any executive summary of the training, or debriefs. These are additional costs.
7. The hourly individual training rate does not include actual, reasonable expenses or travel time, which contractor will bill at a rate of \$150 an hour.
Reimbursable travel expenditures will be billed according to the current rates allowed by the Commonwealth of Virginia.

Please let me know if you have any questions, Jim. Again, we look forward to continuing our work together.

Best,
Charlotte

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From: James Russell <jrussell@gmu.edu>
Sent: Thursday, June 30, 2022 4:08 PM
To: Charlotte Cole Kirk <ckirk@epspros.com>
Subject: RE: EPS_GMU - Contract Renewal

[EXTERNAL EMAIL - Be cautious of links and attachments]

Hello:

Thanks for sending. I planned on sending renewal requests tomorrow actually.

Our original contract, awarded after the competitive negotiation process, did not contemplate consulting and training. It only requested the following.

- A. Hourly Rate first five (5) investigations.
- B. Hourly rate after first five (5) investigations.
- C. Training, half day.
- D. Training, full day.

So we can accept the hourly investigation hourly rate of \$380. However we are currently paying \$6000 for full day training and cannot increase to \$7,200. We could allow an increase up to \$6500 but that would be the max amount. Please provide your new rates addressing only A-D above.

Thanks.
Jim.