

## Attachment 4

### OOS Waste Team Educational Materials Circlepoint Budget

Tasks	Project Director	PM	Associate	Sr. Art Director	Sr. Web	Sr. Graphics	Graphics		
	Rates \$	195 \$	140 \$	95 \$	165 \$	125 \$	120 \$	100	
<b>Task 1 : Waste Educational Print Materials</b>									
Kickoff meeting	3.00		3.00	3.00	3.00			12.00	\$ 1,740.00
Worm composting brochure (English and Spanish versions)		2.00	6.00	2.00		24.00		34.00	\$ 4,060.00
Backyard composting brochure (English and Spanish versions)		2.00	6.00	2.00		24.00		34.00	\$ 4,060.00
Combined Grasscycling Guide and Sustainable Garden brochure (English and Spanish versions)		2.00	8.00	2.00		24.00		36.00	\$ 4,250.00
Combined AB 1826 and AB 341 brochure		2.00	6.00	2.00		18.00		28.00	\$ 3,340.00
Instructor Manual Template (Front & back covers + 1 spread = 4 pages max)	1.00	2.00	2.00	2.00		4.00	12.00	23.00	\$ 2,675.00
Student Workbook Template (Front & back covers + 1 spread = 4 pages max, + update of existing graphics)	1.00	2.00	2.00	2.00		4.00	20.00	31.00	\$ 3,475.00
EPP Guide (12 pages, 2 new, non-infographic, graphic productions )		2.00	4.00	2.00		2.00	10.00	20.00	\$ 2,230.00
Recycling & Reuse Guide		2.00	4.00	2.00		2.00	10.00	20.00	\$ 2,230.00
School Resource Newsletter		2.00	4.00	2.00		1.00	8.00	17.00	\$ 1,910.00
Construction & Demolition Guide		2.00	4.00	2.00		4.00	24.00	36.00	\$ 3,870.00
Graphic Organizer Board Puzzle Game (two versions)	1.00	2.00	8.00	4.00		4.00	36.00	55.00	\$ 5,975.00
Display Board Puzzle Game (two versions)	1.00	2.00	8.00	4.00	-	4.00	36.00	55.00	\$ 5,975.00
4R's Board Game	-	2.00	8.00	4.00	-	4.00	36.00	54.00	\$ 5,780.00
Landfill/Recycle/Compost Stickers	-	1.00	2.00	1.00	-	1.00	6.00	11.00	\$ 1,215.00
Worm Head Cut Out Prop (1)		1.00	2.00	2.00		2.00	8.00	15.00	\$ 1,700.00
<b>Subtotal Task 1 : Waste Educational Print Materials</b>	<b>7.00</b>	<b>28.00</b>	<b>77.00</b>	<b>38.00</b>	<b>3.00</b>	<b>122.00</b>	<b>206.00</b>	<b>481.00</b>	<b>\$ 54,485.00</b>
<b>Labor Subtotal</b>	<b>7.00</b>	<b>28.00</b>	<b>77.00</b>	<b>38.00</b>	<b>3.00</b>	<b>122.00</b>	<b>206.00</b>	<b>481.00</b>	<b>54,485.00</b>
<b>Labor Contingency</b>									<b>\$ 10,000.00</b>
<b>Total Labor</b>									<b>\$ 64,485.00</b>
<b>ODCs</b>									
Stock Photography									\$ 500.00
Translation services									\$ 500.00
<b>Total ODCs</b>									<b>\$ 1,000.00</b>
<b>TOTAL</b>									<b>\$ 65,485.00</b>

#### Assumptions

Period of performance is 12 months.

Two (2) rounds of revisions on all design deliverables

Client will provide a complete draft content, including images. Circlepoint will provide message development and content refinement.

Circlepoint will provide all files to OSS team in editable format after finalized (Adobe InDesign, Illustrator).

Client will be responsible for all production costs.

All meetings will take place virtually

Print deliverables include: - content sketch (1) - round of copy refinements (1) - digital draft (1) - digital final (1) - packaged design files (1)

Details of the print deliverables may be subject to change. If needed, OOS and Circlepoint staff will carefully evaluate the changes to the print deliverables and ensure the changes are within the agreed upon budget and scope.

Labor Contingency accommodates as-needed graphic and interactive design support to develop new materials as needed.