



PRODUCT
STEWARDSHIP
INSTITUTE

COST PROPOSAL

October 30, 2025

REAP – WV Extended Producer Responsibility
Study
CRFP 0313 DEP2600000002

Product Stewardship Institute Inc.
1 Beacon Street, Floor 15
Boston, MA 02108
P: (617) 236-4833

Amanda Nicholson
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Signed: 

Submitted: October 30, 2025

Cost Proposal

The Product Stewardship Institute (PSI) and Eunomia Environmental Research and Consulting (Eunomia) respectfully submit this cost proposal as a Separate Attachment to our Technical Proposal, as specified in RFP section 5.3. Table 1 summarizes the number of hours, unit cost, and total cost for each mandatory project task, as specified in Attachment A of RFP section 6.

Quote: \$107,412 (with option at \$108,254)

PSI proposes a base cost of \$107,412, covering all required project components: project management, research, case studies, a CED evaluation, an Interim Report, two stakeholder meetings, and a Final Report, as summarized in Table 1, below. A detailed breakdown, including hours per staff per task with unit costs per, is provide on the following pages in Table 2.

Optional In-Person Meeting: PSI offers an option for the first meeting to be held in-person for an additional \$792, which covers travel costs for one facilitator from Denver, Colorado to Charleston, West Virginia, including lodging and meals at federal per diem rates. The meeting would be hosted at WVDEP offices, and PSI would manage hybrid access and room set up. Total cost with this option is \$108,254.

Table 1: Cost Proposal from PSI and Eunomia

Item	Hours	Task Description	Unit Cost	Total Cost
1	50 hours	Project Management – per section 4.2.2.1 of the RFP specifications.	\$214.72	\$10,736
	22	• Client Meetings 4.2.2.1	\$221.27	\$4,868
	28	• Internal Meetings 4.2.2.1	\$209.57	\$5,868
2	230 hours	Phase One: Summary of EPR Research – per section 4.2.2.2 of the RFP specifications	\$195.37	\$44,934
	141	• Research 4.2.2.2	\$192.37	\$27,124
	44	• Case Study Development 4.2.2.2	\$186.36	\$8,200
	45	• Interim Report 4.2.2.2	\$213.56	\$9,610
3	230 hours	Phase Two: Final Report and EPR Recommendations – per section 4.2.2.3 of the RFP specifications	\$224.97	\$51,742
	163	• Meetings with WVDEP and other Stakeholders 4.2.2.3	\$231.44	
	44	• First Draft of the Final Report 4.2.2.3	\$209.64	
	23	• Final Draft of the Final Report 4.2.2.3	\$208.43	
		Total Cost		\$107,412
3A		Phase Two Option: In-person meeting #1	\$792	\$792
		• Travel for one person to one meeting hosted at WVDEP offices.		
		Total Cost w/ option for in-person meeting		\$108,254

Table 2: Detailed Cost Proposal - Product Stewardship Institute and Eunomia Environmental Research and Consulting

PROJECT TASK	Product Stewardship Institute						Eunomia Research and Consulting				Total Hours	Unit Price	Total Price
	Personnel Name	Cassel	Arians	Nicholson	Schultz	Benoist	Edwards	Madakasira	Kelly	Carhart	Selvaraj		
Project Role	Senior Advisor	Project Director	Project Manager	Research Staff	Comms Manager	Senior Advisor	Project Director	Project Manager	Senior Modeler	Junior Modeler			
Hourly Rate	\$340	\$300	\$200	\$175	\$175	\$424	\$345	\$191	\$226	\$162			
Project Management per section 4.2.2.1 of the RFP.	0	8	18	8	0	0	0	8	8	0	50	\$214.72	\$10,736
Project Management - Client Meetings, per section 4.2.2.1 of the RFP. Monthly, 1-hour meetings, 8 months		4	10					4	4		22	\$221.27	\$4,868
Project Management - Internal Meetings, per section 4.2.2.1 of the RFP. Bi-weekly, 30-min meetings, 8 months; Eunomia joins monthly		4	8	8				4	4		28	\$209.57	\$5,868
Phase One: Summary of EPR Research, per section 4.2.2.2 of the RFP.	2	12	25	96	6	0	3	25	33	28	230	\$195.37	\$44,934
Phase One: Research & Analysis, per section 4.2.2.2 of the RFP.	1	4	16	44				20	28	28	141	\$192.37	\$27,124
Phase One: Case Development, per section 4.2.2.2 of the RFP.		3	5	32	4						44	\$186.36	\$8,200
Phase One: Interim Report, per section 4.2.2.2 of the specifications	1	5	4	20	2	0	3	5	5		45	\$213.56	\$9,610
Phase one: Interim Report Draft to client	1	3	4	16	2		3	5	5		39	\$213.08	\$8,310
Phase one: Interim Report Final Draft to client		1		2							3	\$216.67	\$650
Phase one: Interim Report Final to client		1		2							3	\$216.67	\$650
Phase Two: Final Report and EPR	6	51	59	42	6	1	8	24	17	16	230	\$225.18	\$51,792

PROJECT TASK	Product Stewardship Institute					Eunomia Research and Consulting					Total Hours	Unit Price	Total Price
Personnel Name	Cassel	Arians	Nicholson	Schultz	Benoist	Edwards	Madakasira	Kelly	Carhart	Selvaraj			
Project Role	Senior Advisor	Project Director	Project Manager	Research Staff	Comms Manager	Senior Advisor	Project Director	Project Manager	Senior Modeler	Junior Modeler			
Hourly Rate	\$340	\$300	\$200	\$175	\$175	\$424	\$345	\$191	\$226	\$162			
Recommendations, per section 4.2.2.3 of the RFP.													
Phase Two: Stakeholder Meetings, per section 4.2.2.3 of the RFP.	4	44	57	10	0	1	2	18	17	10	163	\$231.44	\$37,724
Stakeholder outreach: invitation w/ Interim report, agenda; interviews with stakeholders		15	20								35	\$242.86	\$8,500
First Stakeholder Meeting; - Virtual, 3 hours	2	9	9			1	1	11	5		38	\$241.58	\$9,180
Additional research and analysis.		1	4	10			1	4	9	10	39	\$195.21	\$7,613
Additional stakeholder outreach.		10	15								25	\$240.00	\$6,000
Second Stakeholder Meeting - Virtual, 3 hours	2	9	9					3	3		26	\$247.35	\$6,431
Phase Two: First Draft, per section 4.2.2.3 of the RFP.	2	5	4	22	4		3	3		3	46	\$209.64	\$9,624
Phase Two: Final Draft, per section 4.2.2.3 of the RFP.		2		8	2		3	3		3	21	\$211.62	\$4,444
Total Hours	8	71	102	146	12	1	11	57	58	44	510		
Total Amount	\$2,720	\$21,300	\$20,800	\$25,200	\$2,100	\$424	\$3,795	\$10,887	\$13,108	\$7,128		\$210.71	\$107,462
Phase Two: Option for First Meeting In-Person with virtual option (hybrid) and extend the meeting to 6 hours (4.2.2.3 of the specifications).												\$792.00	\$792
Travel for one person, one trip: Flight DEN/CRW - \$575; Lodging - \$115 federal per diem; M&I - \$51 first and last day of travel federal per diem.												\$792.00	\$792
Total with Option for First Meeting In-Person													\$108,254

RFP Acknowledgement

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.


(Signature)

Product Stewardship Institute, Inc.
(Company)

Amanda Nicholson, Chief of Operations
(Representative Name, Title)

(617) 236-4833 / No Fax
(Contact Phone / Fax Number)

October 28, 2025
(Date)

Addendum Acknowledgement Form

See following page.

Designated Contact Form

See following page.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

PRODUAT STEWARDSHIP INSTITUTE
Company


Authorized Signature

10/28/2025
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Amanda Nicholson, Chief of Operations

(Address) 1 Beacon Street, Floor 15, Boston, MA 02108

(Phone Number) / (Fax Number) 617-236-4833 / No Fax Number

(email address) amanda@productstewardship.us

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Product Stewardship Institute

(Company) 

(Signature of Authorized Representative)

AMANDA NICHOLSON, CHIEF OF OPERATIONS

(Printed Name and Title of Authorized Representative) (Date)

617-236-4833 / No Fax Number

(Phone Number) (Fax Number)

amanda@productstewardship.us

(Email Address)