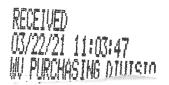
Cohasset Associates



Proposal for

WV State Treasurer's Office

Solicitation #CRFP STO2100000001 – Information Governance Consulting Services – Cost proposal

Prepared for:

Department of Administration, Purchasing Division 2019 Washington St. East Charleston, WV 25305-0130

Solicitation # CRFP STO2100000001 Buyer: Melissa Pettrey

WV State Treasurer's Office

Prepared by:

Cohasset Associates, Inc.

VS0000020740

Michael Haley <u>michael.haley@cohasset.com</u> Principal Consultant 908.642.3582

March 19, 2021

March 19, 2021

Department of Administration, Purchasing Division

Solicitation # **CRFP STO210000001**Buyer: Melissa Pettrey

WV State Treasurer's Office

Good day:

Cohasset Associates, Inc. (Cohasset) is pleased to submit its cost proposal, responsive to **Solicitation #CRFP STO210000001 – Information Governance Consulting Services – Cost proposal** for the WV State Treasurer's Office (WVSTO or the Agency).

My consultant colleagues and I are confident that our experience and expertise will facilitate implementation of the steps needed to ensure the Agency's information governance program success.

We look forward to the opportunity to be of service. Please contact me should you have any questions.

Respectfully presented for your consideration and approval,

Michael Haley

cc: Carol Stainbrook, carol.stainbrook@cohasset.com
Executive Director, Consulting Practice
612.839.0998

Darron Dickinson, <u>darron.dickinson@cohasset.com</u> Principal Consultant 612.710.9314

Karen Ehrlich, karen.ehrlich@cohasset.com Principal Consultant 973.951.3227

Cost Sheet

The deliverables, as reflected below, are responsive to and will enable each of the goals and objectives requested by the Agency and detailed in **Section 4: Project Specifications**.

Professional Fees are not-to-exceed amounts.

Deliverables	Professional Fees
Priority 1 – M365 Implementation Planning • Email Management Strategy • Unstructured Data • Clean up • Migration Strategy • Retention and Deletion	\$ 47,200
Priority 2 – Information Governance Framework Framework IG Program Policy and IG Program Policy Statements and Standards IG Procedures IG Program Roles and Responsibilities Legal Hold Procedure FOIA Procedure Change Management and Training	\$ 52,100
Other Projects Structured data Paper Data Mapping	TBD
TO	TAL \$99,300