

*Proposal for*

## WV State Treasurer's Office

**Solicitation #CRFP STO210000001 – Information Governance Consulting Services – Cost proposal**

*Prepared for:*

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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:*

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**Cohasset Associates, Inc.**  
**VS0000020740**

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Principal Consultant  
908.642.3582

March 19, 2021

March 19, 2021

Department of Administration, Purchasing Division

Solicitation # **CRFP STO2100000001**

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 STO2100000001 – 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](mailto:carol.stainbrook@cohasset.com)

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## 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
<b>Priority 1 – M365 Implementation Planning</b> <ul style="list-style-type: none"> <li>● Email Management Strategy</li> <li>● Unstructured Data               <ul style="list-style-type: none"> <li>○ Clean up</li> <li>○ Migration Strategy</li> </ul> </li> <li>● Retention and Deletion</li> </ul>	\$ 47,200
<b>Priority 2 – Information Governance Framework</b> <ul style="list-style-type: none"> <li>● Framework               <ul style="list-style-type: none"> <li>○ IG Program Policy and IG Program Policy Statements and Standards</li> <li>○ IG Procedures</li> <li>○ IG Program Roles and Responsibilities</li> <li>○ Legal Hold Procedure</li> <li>○ FOIA Procedure</li> </ul> </li> <li>● Change Management and Training</li> </ul>	\$ 52,100
<b>Other Projects</b> <ul style="list-style-type: none"> <li>● Structured data</li> <li>● Paper</li> <li>● Data Mapping</li> </ul>	TBD
<b>TOTAL</b>	<b>\$99,300</b>