

# McChrystal Group

CUSTOMER NAME: West Virginia Division of Health and Human Resources

CUSTOMER ADDRESS: 2019 Washington Street East, Charleston, WV 25305-0130

CUSTOMER POC NAME: Crystal Husted

CUSTOMER POC EMAIL: Crystal.G.Husted@wv.gov

RFP TITLE: Strategic Assessment/Management Consulting Services

RFP NUMBER: CRFP-HHR2200000002

DUE DATE: 16 May 2022 at 13:30

VENDOR NAME: McChrystal Group LLC

VENDOR ADDRESS: 333 N. Fairfax Street, Suite 100, Alexandria, VA 22314

VENDER TELEPHONE: 571-312-8637

VENDOR FAX: N/A

VENDOR POC NAME: Kirsten Norman, Contracts Manager

VENDOR POC EMAIL: Kirsten.Norman@McChrystalGroup.com

VENDOR AUTHORIZED SIGNATURE:



SIGNATORY NAME, TITLE: Martin Schweitzer, Director of Government Relations

DATE: May 12, 2022

## Volume II: Pricing

05/13/22 09:25:42  
WV Purchasing Division

# REQUEST FOR PROPOSAL

## West Virginia Department of Health and Human Resources CRFP HHR220000002

### Attachment A: Cost Sheet

**Firm Fixed Cost:** The Agency expects a firm fixed price for the Organizational Assessment and Strategic Plan as described in **4.2.1 Goals and Objectives**. The vendor should complete the cost sheet below by providing a cost for each item listed. total cost should be the sum of all item costs and will be considered the firm fixed price for completion of the services.

Strategic Assessment and Management Consulting Services	
Item	Cost
4.2.1.1 <b>Organizational Assessment</b>	\$ 503,648
4.2.1.2 <b>Strategic Plan</b>	\$ 578,770
<b><u>Strategic Assessment and Management Consulting Services Total</u></b>	<b>\$ 1,082,418</b>

**Additional/Optional Services:** As described in 4.2.1.4 **Additional/Optional Services**, it may be necessary to analyze additional goals and objectives related to the strategic assessment and management consulting services provided. The Vendor should complete the cost sheet below by providing hourly rates for the positions listed. A total for each position should be provided by multiplying the hour rate by the hours and a grand total should be provided by summing the totals for each position. These rates are provided for the purposes of unit pricing in the event the additional/optional services are utilized in the future, at the discretion of the Agency. They do not obligate, or guarantee spend.

Additional/Optional Services:			
Staffing Qualification Role	Hourly Rate	Hours*	Total (Hourly Rate x Hours)
Principal/Executive Consultant	\$480	50	\$ 24,000
Senior Consultant	\$320	200	\$ 64,000
Consultant	\$240	200	\$ 48,000
Financial Subject Matter Expert	\$480	100	\$ 48,000
Organizational Development/Business Transformation Subject Matter Expert	\$400	75	\$ 30,000
Child Welfare Subject Matter Expert	\$175	75	\$ 13,125
Substance Use Disorder (SUD) Subject Matter Expert	\$225	75	\$ 16,875
Public Health Subject Matter Expert	\$480	75	\$ 36,000
Mental/Behavioral Health Subject Matter Expert	\$225	75	\$ 16,875
Program and Administrative Support Staff	\$140	75	\$ 10,500
<b>Additional/Optional Services Total**:</b>			<b>\$ 307,375</b>

\*Hours are provided for purposes of cost evaluation and do not obligate, or guarantee spend.

\*\*Additional/Optional Services Total is calculated for purposes of cost evaluation and does not obligate, or guarantee spend.

**REQUEST FOR PROPOSAL**  
**West Virginia Department of Health and Human Resources**  
**CRFP HHR220000002**

**Attachment A: Cost Sheet Continued**

Grand Total Cost	
	Grand Total Cost
<b>Strategic Assessment and Management Consulting Services Total + Additional/Option Services Total** Cost</b>	\$ 1,389,793

**\*\*Additional/Optional Services Total is calculated for purposes of cost evaluation and does not obligate, or guarantee spend.**

**Vendor Pricing Assumptions:**

The FFP cost for 4.2.1.1 Organization Assessment and 4.2.1.2 Strategic Plan includes travel and expenses built in at an estimated 10%.



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Proposals  
 Consulting

<b>Proc Folder:</b> 1035305		<b>Reason for Modification:</b>	
<b>Doc Description:</b> STRATEGIC ASSESSMENT/MANAGEMENT CONSULTING SERVICES		ADDENDUM 3 TO EXTEND PROPOSAL DUE DATE AND PROVIDE ANSWERS TO VENDOR QUESTIONS	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2022-04-28	2022-05-16 13:30	CRFP 0506 HHR2200000002	4

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:** VS0000038761  
**Vendor Name :** McChrystal Group LLC  
**Address :** 333 N. Fairfax Street, Suite 100, Alexandria, VA, USA 22314  
**Street :** 333 N. Fairfax Street, Suite 100  
**City :** Alexandria  
**State :** Virginia **Country :** U.S.A. **Zip :** 22314  
**Principal Contact :** Kirsten Norman  
**Vendor Contact Phone:** 571-312-8637 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Crystal G Hustead  
 (304) 558-2402  
 crystal.g.hustead@wv.gov

**Vendor Signature X**   
**FEIN#** 27-3760619 **DATE** 12 May 2022  
**All offers subject to all terms and conditions contained in this solicitation**

**ADDITIONAL INFORMATION**

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES, IS SOLICITING PROPOSALS TO ESTABLISH AN OPEN-END CONTRACT TO PROVIDE STRATEGIC ASSESSMENT AND MANAGEMENT CONSULTING SERVICES PER THE ATTACHED DOCUMENTS.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS\*\*\*

\*\*\*ONLINE RESPONES ARE PROHIBITTED FOR THIS SOLICITATION\*\*\*

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	4.2.1.1 Organizational Assessment	1	Lot	\$503,648	\$503,648

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
4.2.1.1 Organizational Assessment

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
2	4.2.1.2 Strategic Plan	1	Lot	\$578,770	\$578,770

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
4.2.1.2 Strategic Plan

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
3	Principal/Executive Consultant	0.00000	HOUR	\$480	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Principal/Executive Consultant

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
4	Senior Consultant	0.00000	HOUR	\$320	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Senior Consultant

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
5	Consultant	0.00000	HOUR	\$240	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Consultant

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Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
6	Financial Subject Matter Expert	0.00000	HOUR	\$480	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Financial Subject Matter Expert

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HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
7	Organizational Development/Business Transformation Subject M	0.00000	HOUR	\$400	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Organizational Development/Business Transformation Subject Matter Expert

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
8	Child Welfare Subject Matter Expert	0.00000	HOUR	\$175	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Child Welfare Subject Matter Expert



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Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
9	Substance Use Disorder (SUD) Subject Matter Expert	0.00000	HOUR	\$225	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Substance Use Disorder (SUD) Subject Matter Expert

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
10	Public Health Subject Matter Expert	0.00000	HOUR	\$480	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Public Health Subject Matter Expert

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
11	Mental/Behavioral Health Subject Matter Expert	0.00000	HOUR	\$225	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Mental/Behavioral Health Subject Matter Expert

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Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
12	Program and Administrative Support Staff	0.00000	HOUR	\$140	\$0

Comm Code	Manufacturer	Specification	Model #
80101506			

**Extended Description:**  
Program and Administrative Support Staff

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	TECHNICAL QUESTION DEADLINE	2022-04-26