



Solicitation # CRFP GOV2600000001

State of West Virginia | Department of Administration

Performance Evaluation Auditing Services

COST PROPOSAL | JULY 23, 2025



PROVIDED TO: Department of Administration | Toby L Welch | Purchasing Division
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A handwritten signature in black ink, appearing to read "Jeff Bankowski", enclosed within a white rectangular box.

This proposal does not constitute a contract to perform services and cannot be used to award a unilateral agreement. Any engagement arising out of this proposal will be subject to negotiation of a mutually satisfactory engagement contract.
This proposal includes data that is proprietary and confidential to Guidehouse Inc. and shall not be disclosed outside the recipient's organization and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this proposal. However, if a contract is awarded to this offer or as a result of, or in connection with, the submission of this data, the recipient shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the recipient's right to use information contained in this data if they are obtained from another source without restriction. The data subject to this restriction are contained in specified pages/sheets herein.

Table of Contents

1.0 Pricing	1
1.1 Attachment A: Cost Sheet Firm Fixed Cost	1
1.2 Additional/Optional Services	2
2.0 Assumptions	3

List of Tables

Table 1. Cost Sheet	1
Table 2. Additional Optional Services	2
Table 3. Grand Total	2

1.0 Pricing

1.1 Attachment A: Cost Sheet Firm Fixed Cost

Guidehouse is pleased to submit our firm fixed price cost proposal to provide our services in support of the scope of work requested in our Technical Proposal. We are confident that you will find that our proposal offers the best value solution for the State of West Virginia.

We appreciate the opportunity to be considered for this important project and, if selected, will provide the State of West Virginia with a team of professionals committed to your success.

We recognize the Governor's dedication to being a responsible steward of public funding. To express our support and desire to partner with the State of West Virginia on this engagement, we are including a **30% discount** on our commercial price list for our services.

Table 1. Cost Sheet

Performance Assessment and Management Consulting Services Site No. 1		
Item	Cost	
4.2.1.1 Assessment	\$ 273,000.00	\$ 210,000.00
4.2.1.2 Recommendations/ Final Report	\$ 203,277.17	\$ 156,367.05
<u>Performance Assessment and Recommendations Services Total</u>	\$ 476,277.17	\$ 366,367.05

Performance Assessment and Management Consulting Services Site No. 2		
Item	Cost	
4.2.1.1 Assessment	\$ 273,000.00	\$ 210,000.00
4.2.1.2 Recommendations/ Final Report	\$ 203,277.17	\$ 156,367.05
<u>Performance Assessment and Recommendations Services Total</u>	\$ 476,277.17	\$ 366,367.05

Performance Assessment and Management Consulting Services Site No. 3		
Item	Cost	
4.2.1.1 Assessment	\$ 273,000.00	\$ 210,000.00
4.2.1.2 Recommendations/ Final Report	\$ 203,277.17	\$ 156,367.05
<u>Performance Assessment and Recommendations Services Total</u>	\$ 476,277.17	\$ 366,367.05

1.2 Additional/Optional Services

Table 2. Additional Optional Services

Additional/Optional Services:			
Staff Qualification Roles	Hourly rate	Hours*	Total (Hourly rate x hours)
Principal/Executive Consultant	\$ 426.00 \$ 298.20	50	\$ 14,910.00
Program Manager	\$ 345.00 \$ 241.50	200	\$ 48,300.00
Performance Analyst/Program Evaluator	\$ 345.00 \$ 241.50	200	\$ 48,300.00
Financial / Budget Subject Matter Expert	\$ 345.00 \$ 241.50	100	\$ 24,150.00
Organizational Development/Business Transformation Subject Matter Expert	\$ 345.00 \$ 241.50	75	\$ 18,112.50
Business Process Analyst	\$ 185.00 \$ 129.50	75	\$ 9,712.50
Technology Consultant	\$ 222.00 \$ 155.40	75	\$ 11,655.00
Stakeholder Engagement Coordinator	\$ 180.00 \$ 126.00	75	\$ 9,450
Compliance and Risk Analyst	\$ 180.00 \$ 126.00	75	\$ 9,450
Program and Administrative Support Staff	\$ 180.00 \$ 126.00	75	\$ 9,450
Additional/Optional Services Total**:			\$ 300,877.75 \$ 210,614.43

*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.

Table 3. Grand Total

Grand Total Cost	
	Grand Total Cost
Performance Assessment & Consulting Services Total + Additional/Optional Services Total** Cost	\$ 1,871,022.25 \$ 1,309,715.58

Attachment A: Cost Sheet Continued

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

2.0 Assumptions

- **Price:** If the information provided by the Client, either in writing or in the RFP, omits or misrepresents any materially relevant facts that would have altered any fixed pricing estimates and/or recommended solutions, Guidehouse reserves the right to renegotiate a revised budget based upon the actual circumstances.
- **Staff:** The ability to staff certain personnel to a project is dependent upon availability at the time of project kickoff. In the event the personnel listed herein become unavailable for any reason, Guidehouse will propose alternate individual(s) of like experience and expertise, such determination shall be made in Guidehouse's reasonable discretion, acceptance by Client shall not to be unreasonably withheld or delayed.
- **Change in Scope:** Please note that changes, including an alteration to the scope or approach, additional meetings, or other changes or delays requested by the Client that would (i) materially increase Guidehouse's level of effort, (ii) include additional business processes, (iii) add unanticipated complexity to the project, (iv) or lengthen the timeline, will likely result in an increase in fees equal to the changes. Guidehouse will work closely with the Client to execute an amendment to the agreement addressing the change in scope and fees.
- **Client Responsibilities:** Client agrees to fulfil data and information requests as soon as possible including providing required documents (a list will be provided) prior to the project start date and as needed throughout the project. Failure to provide the requested data may impact Guidehouse's ability to provide the deliverables and meet the timeline outlined in the Scope and Approach Section. If the Client cannot provide the requested data, Guidehouse will work closely with the Client to execute an amendment to the agreement addressing the change in scope, fees and timeline.
- **Client Resources:** Client shall provide the necessary program managers and or team to work alongside Guidehouse throughout the project. Failure to provide adequate Client resources may result in potential changes to scope, fees and timeline. Guidehouse will work closely with the Client to execute an amendment to the agreement addressing the change in scope, fees and timeline. The information provided by Client to Guidehouse shall be considered "as is" and Guidehouse will not validate or confirm the accuracy of the data and information provided.
- **Acceptance:** Subject to any acceptance language or procedures in the agreement to the contrary, draft deliverables will be provided to the Client according to the timelines agreed in the proposal or as may be revised and agreed to. Client will conduct review and provide feedback over a period of three business days. Client will have two (2) business days to complete final review and acceptance of final deliverables. If no comments or decision on acceptance or rejection is received within five (5) business days, the deliverable will be deemed accepted.
- **Optional Tools:** Celonis support will be limited to one use case unless otherwise agreed in writing. The Proof of Value deployment will include configuration, analysis, and insight generation for the selected use case only. If the State of West Virginia elects to adopt the Celonis platform, additional discussions will be facilitated to support implementation planning. This will require access to relevant system-level data to enable process mining and real-time operational analysis.