

**State of West Virginia
Office of the Governor
Performance Evaluation Audit
Cost Proposal**

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WV PURCHASING

CRFP 0100 GOV2600000001

Date of submission: July 23, 2025

Quote Due Date: July 23

Submitted by:

Management Science & Innovation

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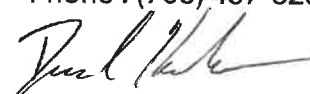
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Introduction

Management Science & Innovation LLC, Rawlins Infra Consult LLC, RMA Associates, and the American Public Human Services Association have partnered to form Team MSI. We are pleased to submit the required cost information to support the Office of the Governor.

MSI maintains detailed cost data, as well as a cost/price calculation system for determining actual costs and prices. As a provider of high-end, complex consulting services, MSI is known for fairness in pricing and quality of service. Many of MSI's contracts have come from our ability to provide superior personnel and to manage multiple subcontractors at a fair and reasonable price. This is attributed to two factors. First, MSI develops market-based pricing based on what is fair and equitable as well as where the market is going, rather than where it is today. Second, MSI keeps overhead low. We do not have high-rent offices, extravagant outings, or excessive executive salaries. Hence, when developing cost-based pricing, our prices are often lower than our competition. Our approach to pricing, management, and service allows us to provide competitive salaries to our personnel while delivering fair priced, high-quality services. We have provided pricing in a format that meets all requirements in the RFP.

Appendix note: MSI recently submitted the Vendor Registration and Disclosure Statement to the Purchasing Division. The attached Vendor Preference Certificate is submitted with the assumption that our submission will be approved.

Attachment A: Cost Sheet

The following table was recreated from p. 45 of the RFP.

Additional/Optional Services	
Performance Assessment and Management Consulting Services: DoHS	
Item	Cost
4.2.1.1 Assessment	\$371,366.10
4.2.1.2 Recommendations / Final Report	\$41,262.90
Performance Assessment and Recommendations Services Total	\$412,629.00
Performance Assessment and Management Consulting Services: WVDHS	
Item	Cost
4.2.1.1 Assessment	\$380,816.10
4.2.1.2 Recommendations / Final Report	\$42,312.90
Performance Assessment and Recommendations Services Total	\$423,129.00
Performance Assessment and Management Consulting Services: WVDOT	
Item	Cost
4.2.1.1 Assessment	\$390,266.10
4.2.1.2 Recommendations / Final Report	\$43,362.90
Performance Assessment and Recommendations Services Total	\$433,629.00

Additional/Optional Services

The following table was recreated from p. 46 of the RFP.

Additional/Optional Services			
Staffing Qualification Role	Hourly Rate	Hours	Total
Principal / Executive Consultant	\$223.56	50	\$11,178.00
Program Manager	\$148.25	200	\$29,650.00
Performance Analyst / Program Evaluator	\$95.64	200	\$19,128.00
Financial / Budget Subject Matter Expert	\$164.12	100	\$16,412.00
Organizational Development / Business Transformation Subject Matter Expert	\$163.03	75	\$12,227.25
Business Process Analyst	\$97.52	75	\$7,314.00
Technology Consultant	\$104.13	75	\$7,809.75
Stakeholder Engagement Coordinator	\$58.53	75	\$4,389.75
Compliance and Risk Analyst	\$65.29	75	\$4,896.75
Program and Administrative Support Staff	\$40.35	75	\$3,026.25
Additional/Optional Services Total:			\$116,031.75

Assumptions

Team MSI's pricing includes the following assumptions:

1. **General:** Team MSI's timely performance relies on the Office of the Governor and department contacts providing any and all necessary data, information, and access to personnel in a timely manner. Any significant delays in the provision of necessary data, information, and personnel may result in corresponding schedule delays and an equitable adjustment of the proposed price.
2. **General:** All formal, final deliverables will be approved in writing by a contracting officer representative (COR) or designated representative. The COR or designee will be available to acknowledge receipt of deliverables on the scheduled due dates and available to resolve matters that arise.
3. **General:** Required in-person meetings will not require more than ten (10) separate trips for a designated representative.
4. **Task 1:** Documents and data requested at the project kick-off will be shared within two weeks.
5. **Task 2:** Comments and edits on the structured questionnaire will be shared within one week.
6. **Task 4:** Comments and edits on the program assessment rating tool and the program manager educational session will be shared within one week.
7. **Task 8:** Comments and edits on the Preliminary Report will be shared within two weeks.

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Appendix: Vendor Preference Form

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

- ☐ Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; **or**,
- ☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
- ☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% vendor preference for the reason checked:

- ☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% vendor preference for the reason checked:

- ☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,

4. Application is made for 5% vendor preference for the reason checked:

- ☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- ☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- ☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

- ☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

8. Application is made for reciprocal preference.

- ☐ Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Management Science & Innovation LLC

Signed: Matthew Troy

Date: July 22, 2025

Title: Vice President