

**COST PROPOSAL**

03/07/17 10:00:48  
WV Purchasing Division

## State of West Virginia

**Department of Health and Human Resources  
Bureau for Public Health  
Health Statistics Center**

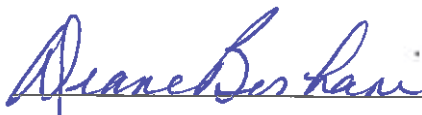
**Web Based Software for Vital Records  
Information Systems Management  
Solicitation # CRFP 0506 EHP1700000001  
Opening Date/Time: 3/7/17 1:30 PM EST**

Prepared For:

State of West Virginia  
Health and Human Resources  
BPH – Vital Records  
350 Capitol Street, Room 165  
Charleston, WV 25301-3701

Prepared By:

QuantumMark, LLC  
639 Isbell Road, Suite 350  
Reno, NV 89509  
Tel: 775.853.4666  
Fax: 775.853.4668  
Diane Borhani, MBA, CMC  
diane@quantummark.com



Diane Borhani

March 7, 2017

**REQUEST FOR PROPOSAL**  
WV Department of Health and Human Resources  
Bureau for Public Health  
EHP1700000001

**Attachment C: Cost Sheet**

*Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.*

**Lump sum bid for all services specified in the RFP**                      \$618,750.00  
\$ \_\_\_\_\_

**Milestone Payment Schedule:**

50% - of total cost, billable in equal monthly payments, beginning on effective date of contract and continuing through the proposed end date as defined in the winning vendor's timeline and based on complete work as indicated by monthly invoices.

10% of total cost, billable on submission of the detailed system and business requirements document as defined in the winning vendor's proposal, incorporating all feedback from Agency review.

10% of total cost, billable on submission of creation of an implementation plan and schedule as defined in the winning vendor's proposal, incorporating all feedback from Agency review.

20% of total cost, billable on submission of RFP to Department of Administration Purchasing Division as defined in the winning vendor's proposal, incorporating all feedback from Agency review.

5% of total cost is billable upon acceptance of final RFP from the Department of Administration Purchasing Division, incorporating all feedback from Agency review.

Remaining 5% of total cost, billable after Vendor has completed assistance and evaluation with the successful, subsequent vendor proposal as approved by Agency review.

Vendor will only invoice in arrears monthly.

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the proposal.

QuantumMark, LLC has been providing vital records consulting services to numerous states for nearly two decades. During that time we have developed systems for accomplishing tasks in a timely manner and at reasonable costs. It is our goal to provide efficient, effective services to meet the objectives of the state. We are committed to maintaining project momentum while keeping tasks on time and on budget.

The prices provided in this proposal reflect various levels of expertise required for project tasks. Roles and responsibilities reflect the best use of each staff member's experience, education and particular skill set in meeting the task goals.

## **Independent Price Determination**

This cost proposal has been arrived at independently without collusion, consultation, communication, or agreement with any other respondent or with any competitor.

## **Price Warranty**

The price in this proposal has been arrived at by estimating the tasks and durations necessary to complete the Scope of Work and assigning the necessary resources to each task. Estimates for project costs have been based on the Scope of Work and resources required to arrive at the total project price. QuantumMark has found this method to be an accurate way to estimate the budget and delivery dates for projects of similar size and scope.

## **Price**

The total price below includes all costs (including, but not limited to, travel, lodging, and other expenses) to provide services and deliverables identified in the Scope of Work / Specifications section of the RFP.

Item	Total Price
<b>Professional Services: Web Based Software for Vital Records Information Systems Management</b>	<b>\$618,750.00</b>

### **Cost Assumptions:**

The following assumptions were used in determining costs for this proposal:

1. The State has designated eighteen (18) months for this project. QuantumMark proposes to complete it in fourteen (14) months.
2. The State will provide work space for QuantumMark staff while conducting onsite project activities.
3. All travel costs have been included in QuantumMark's fixed price bid. We based our estimates on the exact number of trips listed in Section 4, Subsection 5.4 using GSA rates and best estimates from multiple internet searches. Should it be determined by the State and QuantumMark that additional trips are necessary, those travel fees will be invoiced post-travel at actual costs incurred.
4. QuantumMark will submit invoices monthly in arrears for the 50% of total cost monthly payment schedule.
5. As stated in our letter in the Technical Proposal, there are several major deliverables not included in the deliverable payment schedule described in Attachment C: Cost Sheet. While we agree with the structure of payments of 50% of the contract paid monthly and 50% reserved for payment of deliverables, there are several major deliverables not included in the schedule. We would like to discuss the inclusion of those deliverables in the payment schedule.
6. Price does not include Project Oversight during Vendor Implementation.
7. Work will occur onsite at the Vital Records offices in West Virginia as well as offsite at QuantumMark offices in Reno, Nevada.



**JIM JUSTICE**  
GOVERNOR

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

**JOHN A. MYERS**  
CABINET SECRETARY

**DAVID TINCHER**  
DIRECTOR

March 21, 2017

Ms. Diane Borhani  
Quantum Mark LLC  
639 Isbell Road, Ste 350  
Reno NV 89509

**RE: CRFP EHP1700000001 – Cost Opening**

Dear Ms. Borhani

In accordance with the Request for Proposal, all cost bids for qualifying proposals will be opened.

The cost bid opening is scheduled as follows for:

**Date and Time:** March 23, 2017, at 1:30 PM EST

**Location:** West Virginia Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

The cost bid opening is open to the public. You may attend the opening, if desired. Vendor attendance is not mandatory. Volume permitting, the cost bids for qualifying proposals will be scanned and made publically available on the Purchasing Division's website at:

<http://www.state.wv.us/admin/purchase/Bids/default.htm>

Thank you for participating in the competitive bid process for the state of West Virginia.

Sincerely,

A handwritten signature in cursive script that reads "April E. Battle".

April Battle,  
Senior Buyer

3/7/17

**DO NOT OPEN**

**ORIGINAL COST PROPOSAL OPENING DATE TO BE DETERMINE.**

**DEPARTMENT OF HEALTH AND HUMAN RESOURCES (RFP) EHP17\*1 PF 232507**

APRIL BATTLE, SENIOR BUYER

*April E. Battle*