



# Establishing the Strategy

PROPOSAL FOR WEST VIRGINIA OT ASSESSMENT AND CONSULTING SERVICES  
[SOLICITATION No. CRFP OOT2300000001]

BID OPENING DATE: SEPTEMBER 15, 2022  
BID OPENING TIME: 1:30 PM ET  
BUYER: JESSICA L. HOVANEK  
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## Exhibit A: Cost Sheet

	Unit Cost	Unit of Measure	Estimated Quantity	Extended Cost
Phase 1	\$1,098,464.00	Lump Sum	1	\$1,098,464.00
Phase 2	\$1,247,896.00	Lump Sum	1	\$1,247,896.00
Principal/Executive Consultant	\$350.00	HOUR	50	\$17,500.00
Senior Consultant	\$275.00	HOUR	200	\$55,000.00
Consultant	\$195.00	HOUR	200	\$39,000.00
IT Financial Subject Matter Expert	\$250.00	HOUR	75	\$18,750.00
Enterprise Architecture Subject Matter Expert	\$275.00	HOUR	75	\$20,625.00
<b>Total Bid Amount:</b>				<b>\$2,497,235.00</b>

## Notes on Cost Proposal

Our proposed project timeline is approximately 40 weeks for Phase 1, and 50 weeks for Phase 2. These are accelerated versus the RFP requirements, but we believe they are possible and necessary to meet West Virginia’s needs. We assume travel about once per month on average (which may ebb and flow based on project tasks, e.g., two weeks in a row followed by a gap).

Copied directly from our Technical Proposal Document and for ease of reading here, below are how we define various roles within our firm in alignment to West Virginia’s requirements. For each specific project, we align individuals to client-specific roles.

- **Project Director / Executive:** capable of leading a project team, and who would interface with client executives, set strategic direction, and ensure that the team ultimately delivers appropriately to the client.
- **Senior Advisor / Consultant:** a senior expert with 10 or more years of work experience and capable of leading workstreams within a project.
- **Advisor / Consultant:** experienced person with domain knowledge, but usually works under the guidance of a Senior Advisor or Director.
- **Senior Subject Matter Expert:** varies by function, but each is an individual with significant domain knowledge and considered a leader in their field (e.g., service integration, contracts/legal, cyber security).
- **Analyst / Support:** a junior individual who supports the team members; highly skilled at software tools and/or data analysis, allowing senior personnel to focus on client interface and strategic direction.

Note: we see that Enterprise Architecture SME is not listed in the RFP roles, but we consider experts to be similar to a Senior Consultant.



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