Technical Proposal to the State of Nevada Department of Corrections

In Response to RFP#3156 for A

Workforce Scheduling Solution

Part II – Cost Proposal	
RFP Title:	Workforce Scheduling Solution
RFP:	3516
Vendor Name:	IntelliTime Systems Corporation
Address:	1118 E. 17th Street Santa Ana, CA 92701
Opening Date:	February 7, 2018
Opening Time:	2:00 PM

COST PROPOSAL INSTRUCTIONS

Contents of the cost proposal shall be as follows:

1. Tab I - Title Page

The title page shall include the following:

A.	Cost Proposal for:		***Workforce Schedule Solutions***
B.	RFP:		***3516***
C.	Proposer Information:	Name:	IntelliTime Systems Corporation
		Address:	1118 E. 17th Street, Santa Ana, CA 92701
D.	Proposal opening date:		***February 7, 2018***
E.	Proposal opening time:		***2:00 PM***

2. Tab II - Cost Proposal

A. Cost proposal shall be in the format identified in ***Section 6, Project Costs*** .

B. Proposers shall provide one (1) PDF Cost Proposal file.

6.1 COST SCHEDULES

The cost for each deliverable shall be complete and include all expenses, including travel, per diem and out-of-pocket expenses as well as administrative and/or overhead expenses. Detailed backup shall be provided for all cost schedules completed.

6.1.1 Detailed Deliverable Cost Schedule

The schedules have been set-up so that the sub-total from each deliverable cost schedule will automatically be transferred to ***Section 6.1.7, Summary Schedule of Project Costs.*** However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred prior to submitting their cost proposal.

Deliverable Number		Description of Deliverable	Activity Number	Cost
4.3	**Business Solution - Blueprint**			
	4.3.3.1	Review/Evaluate/Design current business process requirements, complete the business solution blueprint and functional design document		$4,740.00
	4.3.3.2	Review/Evaluate/Design current business intelligence/reporting requirements, complete the reporting blueprint/design document		$4,740.00
	4.3.3.3	Review/Evaluate/Design data exchange technology/ETL to SAP BI and other related/suggested report writing tools		$4,740.00
	4.3.3.4	Make process design/configuration recommendations based on current workforce management requirements with in-line with industry best practices		$4,740.00
	4.3.3.5	Work with NDOC staff to determine optimal network/infrastructure design		$4,740.00
		Subtotal for 4.3 - Business Solution - Blueprint		***$23,700.00***
4.4	**Workforce Scheduling Application Environments**			
	4.4.3.1	Build Workforce Scheduling Development Environment		$27,125.00
	4.4.3.2	Build Workforce SchedulingTest Environment		$27,125.00
	4.4.3.3	Build Workforce Scheduling Production Environment(s) based on the optimal solution given the multiple location of Nevada correctional facilities		$27,125.00
	4.4.3.4	Advise/assist with migration of NDOC user master data		$27,125.00
	4.4.3.5	Advise/assist with the creation of training material and conduct 'Train the Trainer' sessions		$44,125.00
	4.4.3.6	Provide Go-Live and Post-Go-Live Production Support		$83,225.00

Deliverable Number		Description of Deliverable	Activity Number	Cost
		Subtotal for 4.4 - Workforce Scheduling Application Environments		***$235,850.00***
4.5	**Project Closure**			
	4.5.3.1	Review/Evaluate the original project plan		$4,740.00
	4.5.3.2	Review/Evaluate the accepted deliverables		$4,740.00
	4.5.3.3	Review/Evaluate NDOC's organization process assets as they are related to the Workforce Scheduling functionality		$4,740.00
		Subtotal for 4.5 - Project Closure		***$14,220.00***
4.7	**Planning and Administration**			
	4.7.2.1	Detailed Project Plan		$4,740.00
	4.7.2.2	Attendance at all scheduled meetings		$4,740.00
	4.7.2.3	Written Semi-Monthly Project Status Report		$4,740.00
	4.7.2.4	Communication Plan		$4,740.00
	4.7.2.5	Risk Management Plan		$4,740.00
	4.7.2.6	Quality Assurance Plan		$4,740.00
	4.7.2.7	Change Management Plan		$4,740.00
	4.7.2.8	Knowledge Transfer Plan		$4,740.00
	4.7.2.9	Post Implementation Evaluation Review		$4,740.00
		Subtotal for 4.7 - Planning and Administration		***$42,660.00***
		Total Section 4.3-4.7 Detailed Deliverable Cost Schedules		***#REF!***

6.1.2 Development and Data Conversion Environments

Proposers shall identify costs for any hardware and/or software proposed for the Development and Data Conversion Environments, as follows:

6.1.2.1 The schedule has been set up so that the sub-total from this cost schedule will automatically be transferred to ***Section 6.1.7, Summary Schedule of Project Costs*** . However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred prior to submitting their cost proposal.

6.1.2.2 Proposers shall provide a detailed description and cost for each proposed item.

6.1.2.3 The State reserves the right not to accept the proposed hardware and/or software.

6.1.2.4 Costs for specific licenses shall be provided.

6.1.2.5 The State reserves the right not to purchase the proposed hardware and/or software from the successful proposer.

Item #	Description of Proposed Hardware and/or Software for the Development and Data Conversion Environments	Cost
1	Included with Production Environment software licenses	
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	SUB-TOTAL FOR 6.1.2	$0.00

6.1.3 Integration, System Test and UAT Environments

Proposers shall identify costs for any hardware and/or software proposed for the Integration, System Test and UAT Environments, as follows:

6.1.3.1 The schedule has been set up so that the sub-total from this cost schedule will automatically be transferred to ***Section 6.1.7, Summary Schedule of Project Costs.*** However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred prior to submitting their cost proposal.

6.1.3.2 Proposers shall provide a detailed description and cost for each proposed item.

6.1.3.3 The State reserves the right not to accept the proposed hardware and/or software.

6.1.3.4 Costs for specific licenses shall be provided.

6.1.3.5 The State reserves the right not to purchase the proposed hardware and/or software from the successful proposer.

Item #	Description of Proposed Hardware and/or Software for the Integration, System Test and UAT Environments	Cost
1	Included with Production Environment software licenses	
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	SUB-TOTAL FOR 6.1.3	$0.00

6.1.4 Training Environment

Proposers shall identify costs for any hardware and/or software proposed for the Training Environment, as follows:

6.1.4.1 The schedule has been set up so that the sub-total from this cost schedule will automatically be transferred to ***Section 6.1.7, Summary Schedule of Project Costs.*** However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred prior to submitting their cost proposal.

6.1.4.2 Proposers shall provide a detailed description and cost for each proposed item.

6.1.4.3 The State reserves the right not to accept the proposed hardware and/or software.

6.1.4.4 Costs for specific licenses shall be provided.

6.1.4.5 The State reserves the right not to purchase the proposed hardware and/or software from the successful proposer.

Item #	Description of Proposed Hardware and/or Software for the Training Environment	Cost
1	Included with Production Environment software licenses	
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	SUB-TOTAL FOR 6.1.4	$0.00

6.1.5 Production Environment

Proposers shall identify costs for any hardware and/or software proposed for the Production Environment, as follows:

6.1.5.1 The schedule has been set up so that the sub-total from this cost schedule will automatically be transferred to ***Section 6.1.7, Summary Schedule of Project Costs.*** However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred prior to submitting their cost proposal.

6.1.5.2 Proposers shall provide a detailed description and cost for each proposed item.

6.1.5.3 The State reserves the right not to accept the proposed hardware and/or software.

6.1.5.4 Costs for specific licenses shall be provided.

6.1.5.5 The State reserves the right not to purchase the proposed hardware and/or software from the successful proposer.

Item #	Description of Proposed Hardware and/or Software for the Production Environment	Cost
1	**IntelliTime SQL Server 2016 Database - Enterprise License** FTP, Import Data, Payroll Editing Reports, Electronic Signatures, Audit Trail, Rule Engine	$4,000.00
2	**Interface to NEATS** Import Employee, HR and Leave Accrual Information each Pay Period, Import Account Codes	$6,500.00
3	**VTI User Licenses x 1,900** Per User - Includes (2) Bi-Weekly Timecards, Leave Request, Swap Request, Prior Period Adjustment Forms, Support for Time Clocks	$85,500.00
4	**IntelliTime SmartPunch Mobile Punch App** Per User - Allows employees to punch in and out, change Pay Codes, from Android and Apple smartphones	$0.00
5	**IntelliTime Mobile Crew Sheet App** Per User - Allows work crews to track labor, equipment and materials by work order from mobile tablet	$0.00
6	**VTI Dynamic Staff Scheduling Module User Licenses x 1,900** Per User - 24 x 7 Shift Scheduling and Hiring, Advanced Scheduling for NDOC Employees	$171,000.00
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SUB-TOTAL FOR 6.1.5	$267,000.00

6.1.6 Other Associated Costs

Proposers shall identify any other costs not covered on the Detailed Deliverable Cost Schedules and/or the specific cost schedules for any hardware and/or software proposed, as follows:

6.1.6.1 The schedule has been set up so that the sub-total from this cost schedule will automatically be transferred to ***Section 6.1.7, Summary Schedule of Project Costs.*** However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred prior to submitting their cost proposal.

6.1.6.2 Proposers shall provide detailed information for each item identified.

Item #	Description of Other Associated Costs	Cost
1	Travel Expenses - Per Diem	$3,600.00
2	Travel Expenses - Per Trip	$4,200.00
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	SUB-TOTAL FOR 6.1.6	$7,800.00

6.1.7 Summary Schedule of Project Costs

Sub-totals from each of the previous cost schedules shall be transferred to the following summary schedule of project costs.

Deliverable or Cost Schedule Number	Summary of Total Project Costs	Cost
4.5	Business Solution - Blueprint	$23,700.00
4.6	Workforce Scheduling Application Environments	$235,850.00
4.7	Project Closure	$14,220.00
4.8	Planning and Administration	$42,660.00
	Sub-Total of Project Tasks	$316,430.00
6.1.2	Development and Data Conversion Environments	$0.00
6.1.3	Integration, System Test and UAT Environments	$0.00
6.1.4	Training Environment	$0.00
6.1.5	Production Environment	$267,000.00
	Sub-Total of Proposed Hardware and/or Software	$267,000.00
6.1.6	Other Associated Costs	$7,800.00
	Sub-Total of Other Associated Costs	$7,800.00
	Total Project Costs	***$591,230.00***

6.1.8 Hourly Rate Schedule for Change Orders

6.1.8.1 Prices quoted for change orders/regulatory changes shall remain in effect for six (6) months after State acceptance of the successfully implemented system.

6.1.8.2 Proposers shall provide firm, fixed hourly rates for change orders/regulatory changes, including updated documentation.

6.1.8.3 Proposers shall provide a firm, fixed hourly rate for each staff classification identified on the project. Proposers shall not provide a single compilation rate.

Classification Title	Hourly Rate
Project Manager	$170.00
Support	$155.00

6.1.19 Annual Product Licensing and Maintenance Schedule

6.1.9.1 Proposers shall provide a three (3) year fee schedule with the following information:

- Listing of each product;
- Original project proposed price;
- Annual licensing fee, if any;
- Annual maintenance fee, if any; and
- Percentages of the original amount for each fee.

A. Year 1

Item #	Product Description	Cost	Annual Licensing Fee, if applicable	Annual Maintenance Fee	Percentage of the Original Amount
1	IntelliTime SQL Server 2016 Database - Enterprise License	$4,000.00	N/A	$2,500.00	
2	Interface to NEATS	$6,500.00	N/A	$1,300.00	
3	VTI User Licenses x 1,900	$85,500.00	N/A	$17,100.00	
4	VTI Dynamic Staff Scheduling Module User Licenses x 1,900	$171,000.00	N/A	$34,200.00	
5	Software Escrow			$1,000.00	
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B. Year 2

6.1.19 Annual Product Licensing and Maintenance Schedule

Item #	Product Description	Cost	Annual Licensing Fee, if applicable	Annual Maintenance Fee	Percentage of the Original Amount
1	IntelliTime SQL Server 2016 Database - Enterprise License	N/A	N/A	$2,500.00	
2	Interface to NEATS	N/A	N/A	$1,300.00	
3	VTI User Licenses x 1,900	$45/Additional user	N/A	$17,100.00	
4	VTI Dynamic Staff Scheduling Module User Licenses x 1,900	$90/Additional user	N/A	$34,200.00	
5	Software Escrow	N/A	N/A	$1,000.00	
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C. Year 3

Item #	Product Description	Cost	Annual Licensing Fee, if applicable	Annual Maintenance Fee	Percentage of the Original Amount
1	IntelliTime SQL Server 2016 Database - Enterprise License	N/A	N/A	$2,500.00	
2	Interface to NEATS	N/A	N/A	$1,300.00	
3	VTI User Licenses x 1,900	$45/Additional user	N/A	$17,100.00	
4	VTI Dynamic Staff Scheduling Module User Licenses x 1,900	$90/Additional user	N/A	$34,200.00	
5	Software Escrow	N/A	N/A	$1,000.00	

6.1.19 Annual Product Licensing and Maintenance Schedule

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7					
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12					

IntelliTime 5.0 Pricing Model for Nevada Department of Corrections - Customer-Hosted Option

***All license fees for customer-hosted installations are one time, perpetual licenses.**

Pricing Valid for 180 Days from 2/7/2018

Part Number	Number of Units	Product	Per Unit Pricing (If Applicable)	Services	Quoted Pricing: Software Licenses	Quoted Pricing: Hardware	Quoted Pricing: Annual Support
2141	1	**IntelliTime SQL Server 2016 Database - Enterprise License** *FTP, Import Data, Payroll Editing Reports* *Electronic Signatures, Audit Trail, Rule Engine*			$4,000		$2,500
	1	**Interface to NEATS** *Import Employee, HR and Leave Accrual Information each Pay Period* *Import Account Codes*	$6,500 *Per Interface*		$6,500		$1,300
3195	1900	**VTI User Licenses** *Per User - Includes (2) Bi-Weekly Timecards, Leave Request, Swap Request,* *Prior Period Adjustment Forms, Support for Time Clocks*	$45 *Per User*		$85,500		$17,100
SMART-P	1900	**IntelliTime SmartPunch Mobile Punch App** *Per User - Allows employees to punch in and out, change Pay Codes* *from Android and Apple smartphones*	*Included with* *VTI User License*				
CREW-APP	1900	**IntelliTime Mobile Crew Sheet App** *Per User - Allows work crews to track labor, equipment and materials by work order from* *a mobile tablet*	*Included with* *VTI User License*				
5013	100	**Professional Support Hour Budget - 180 Day Timekeeping Implementation Project** *Per Hour - Custom Test Plan, Pay Rules, Pay Codes, OT, FMLA, ACA, Leave Accrual Rules,* *Employee Schedules, Test Systems Interface to NEATS*	$155 *Per Hour*	$15,500			
5014	24	**Project Management Hour Budget - 180 Day Timekeeping Implementation Project** *Per Hour - project management during implementation of chosen solution(s)*	$170 *Per Hour*	$4,080			
6200	1900	**VTI Dynamic Staff Scheduling Module** *Per User - 24 x 7 Shift Scheduling and Hiring* *Advanced Scheduling for NDOC Employees*	$90 *Per User*		$171,000		$34,200
5013	950	**Professional Support Hour Budget - Scheduling - 180 Day Implementation Project** *Define Shift Templates, Jobs, Skills, Hiring Lists* *Shift Statuses - Link to Timecard*	$155 *Per Hour*	$147,250			
5014	450	**Project Management - Scheduling - 180 Day Implementation Project** *Per Hour - project management during implementation of chosen solution(s)*	$170 *Per Hour*	$76,500			

Part Number	Number of Units	Product	Per Unit Pricing (If Applicable)	Services	Software Licenses	Hardware	Annual Support
		IntelliTime Training					
6230	5	**Days On Site Instructor Led Training**	$1,500	$7,500			
		Up to Four Classes per day can be scheduled to train Users and Supervisors	*Per Day*				
		VTI Supervisor Class *- Classroom Training, 10-12 Attendees*					
		One hour and forty five minute hands on class w/ handouts					
		VTI User Class *- Auditorium Demonstration, 100 Attendees*					
		One hour and forty five minute instructional demo w/ handouts					
6210	1	**VTI Time and Attendance Administrator Class (Payroll Clerks, Payroll Supervisors)**	$5,000	$5,000			
		Four half day, on-site at user Agency, including on-site support	*Per Four half-day*				
		during Agency roll out to live operation.	*class block*				
6210	3	**VTI Schedule Administrator Class (Schedulers, Schedule Admins, Supervisors)**	$1,500	$4,500			
		Per day, on-site at user Agency, including on-site support	*Per Day*				
		during roll out to live operation.					
TRAVEL-1	15	**Travel Expenses - Per Diem**	$240	$3,600			
		Per Day - Travel expenses of IntelliTime staff during solution implementation	*Per Day*				
TRAVEL-2	7	**Travel Expenses - Per Trip**	$600	$4,200			
		Per Trip - Travel expenses of IntelliTime staff during solution implementation	*Per Trip*				
	1	**Software Escrow**					$1,000
		System Totals		$268,130	$267,000	$0	$56,100

Software Licensing	$267,000
Services	$268,130
Annual Support	$56,100
Time Clock and IVR Hardware Purchase	$0
	$591,230

Payment Schedule

25%	Contract Signing and Installation of Base Licenses	$147,808
10%	Project Planning, Initial Knowledge Transfer and Process Analysis/System Design	$59,123
20%	System Build (Including Conversion/Configuration/Enhancements)	$118,246
20%	Training - Completion of Administrator/Scheduler Training	$118,246
15%	Testing - Two Pay Period Parallel Test Complete	$88,685

10%	Final Acceptance - Two Pay Periods Live	$59,123
100%	**Year 1 Cost**	**$591,230**

Year 2 Cost	$56,100
Year 3 Cost	$56,100
Three Year Total:	**$703,430**

Other Optional Items

Part Number	Number of Units	Product	Per Unit Pricing (If Applicable)	Services	Software Licenses	Hardware	Annual Support
5210	1	**IntelliTime IVR Interface Schedule Hiring Telephone Timekeeping 4 ports** *Telephone timekeeping, automated shift call-outs*			$9,995		$1,800
5210	1	**IntelliTime IVR Interface Schedule Hiring Telephone Timekeeping 12 ports**	$14,995		$14,995		$2,995
5210	1	**IntelliTime IVR Interface Schedule Hiring Telephone Timekeeping 24 ports**	$24,995		$24,995		$4,500
G2-BIO	1	**IntelliTime G-2 Time Clock with 320 x 240 Backlit Display - Biometric Reader** *Per Clock - Allows employees to punch in and out, change Jobs, Departments, Request Leave and Sign Timecard*	$2,515 *Per Clock*			$2,515	$250
G2-PROX	1	**IntelliTime G-2 Time Clock with 320 x 240 Backlit Display - Proximity Reader** *Per Clock - Allows employees to punch in and out, change Jobs, Departments, Request Leave and Sign Timecard*	$2,205 *Per Clock*			$2,205	$235
G2-MAG	1	**IntelliTime G-2 Time Clock with 320 x 240 Backlit Display - Bar Code/Mag Stripe Reader** *Per Clock - Allows employees to punch in and out, change Jobs, Departments, Request Leave and Sign Timecard*	$1,980 *Per Clock*			$1,980	$235
8000	1	**IntelliTime Time Clock Interface Application - Per Time Clock** *Per Clock - Software interface between clock and IntelliTime timekeeping system*	$495 *Per Clock*			$495	$99
G2-UPS	1	**IntelliTime G-2 UPS Battery Backup Option** *Per Clock - Provides power for continued operations in event of loss of main power*	$150 *Per Clock*			$150	$30
G1-BIO	1	**IntelliTime G-1 Time Clock with 320 x 240 Backlit Display - Biometric Reader** *Allows employees to punch in and out*	$1,615 *Per Clock*			$1,615	$250
G1-PROX	1	**IntelliTime G-1 Time Clock with 320 x 240 Backlit Display - Proximity Reader** *Per Clock - Allows employees to punch in and out*	$1,305 *Per Clock*			$1,305	$235
G1-MAG	1	**IntelliTime G-1 Time Clock with 320 x 240 Backlit Display - Bar Code/Mag Stripe Reader** *Per Clock - Allows employees to punch in and out*	$1,080 *Per Clock*			$1,080	$235

Part Number	Number of Units	Product	Per Unit Pricing (If Applicable)	Services	Software Licenses	Hardware	Annual Support
6000	1	**IntelliTime G-1 Time Clock Interface Application - Per Time Clock** *Per Clock - Software interface between clock and IntelliTime timekeeping system*	$295 *Per Clock*			$295	$59
G1-UPS	1	**IntelliTime G-1 UPS Battery Backup Option** *Per Clock - Provides power for continued operations in event of loss of main power*	$125 *Per Clock*			$125	$25
6013	1	**IntelliTime 311 Performance Management Module** *Agencies can route service requests to departments for remediation and track/report on key performance indicators*					$1,500
5013	1	**Professional Support Hour Budget - 311 Performance Management Implementation** *Per Hour - Configure 311 Service Request workflows, KPIs, SLAs, and other desired reports*	$155 *Per Hour*	$155			
5014	1	**Project Management - 311 Performance Management Implementation** *Per Hour - Project management during implementation of chosen solution(s)*	$170 *Per Hour*	$170			
6013	1	**Custom Reports (medium complexity)**	$1,000	$1,000			

Company Information:	**Nevada Department of Corrections**	
Total # of Employees utilizing system:	1900	*(This # should not be total EEs, but tnstead total # of EEs using system)*
Payroll Frequency:	W	*(Enter W for weekly reagrdless of their pay frequency. All calculations should assume weekly)*
Payroll Person's Hourly Equivalent:	$24.00	*(If paid salaried, take annual salary and divide by 2040)*
Average hours worked by employee/week:	40	*(Typically this will be 40, less lunch hour each day)*
Average hourly rate/employee:	$21.50	*(For those using the IntelliTime system, either through a clock or Timesheet)*

Total Annual Savings **$761,332.00**

Return-On-Investment (ROI) Calculator

Department Head/Auditor Time Savings

Audit Savings

Studies have shown that the manual totaling of time cards takes approximately 7 minutes per card.*
Automated timekeeping reduces that to 1 minute.

Number of employees:		1900	
Minutes saved auditing each card:	x	6	
Minutes saved per week:		11400	Minutes
		/ 60	Convert to Hours
Hours saved per week:		190.00	Hours
Department Head/Auditor's hourly evuivalent rate	x	$30.00	Per Hour
Department Head/Auditor's labor savings		**$5,700.00**	**Per Week**

Improved Accuracy in Calculating the Total

Human Error Savings

Studies have shown the inaccuracies caused by human error add up to 1- 3 % of the total payroll.

Average hours/employee/week		40	Hours
Number of Employees	x	1900	Employees
Total Hours Per Week		76000	Hours
Average Hourly Rate	x	$21.30	Per Hour
Total Weekly Payroll		$1,618,800.00	
Estimated human error factor (using just .5%)	x	0.005	
Weekly Savings		**$8,094.00**	**Per Week**

Number of Schedulers	2	
Weekly Scheduling Effort for Overtime Hiring, Leave Posting	11	Hours
Managing Grant Tracking, 3rd Party Event	$38.50	Per Hour for Lt., Sgt.
Weekly Scheduling Labor Savings with IntelliTime	$847.00	

Audit Savings	$5,700.00
Human Error Savings	$8,094.00
Scheduling and Billing Labor	$847.00
Total Weekly Savings	$14,641.00
Total Monthly Savings	$58,564.00
Total Annual Savings	**$761,332.00**

**** Investment analysis was compiled by independent outside industry sources, including theAmerican Payroll Association (APA) and Robert Half Agencies.***