Part II
Cost Proposal

Proposal to the
State of Nevada

Consulting Services for Independent Verification & Validation (IV&V) for Child Support Enforcement (CSE) System Replacement

RFP: 3475

Proposal Submitted by:

Berry Dunn McNeil and Parker, LLC
dba BerryDunn
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Opening Date and Time:

October 19, 2017 2 p.m.

Section I – Title Page

Part II – Cost Proposal	
RFP Title:	IV&V for Child Support Enforcement
RFP:	3475
Vendor Name:	Berry Dunn McNeil & Parker, LLC (d/b/a BerryDunn)
Vendor Address:	100 Middle Street Portland, Maine 04104
Proposal Opening Date:	10/19/17
Proposal Opening Time:	2 p.m.

COST PROPOSAL INSTRUCTIONS

Contents of the cost proposal must be as follows:

1. Tab I - Title Page

The title page must include the following:

A. Cost Proposal for: ***Independent Verification & Validation Services (IV&V) of the CSEP System Replacement Project***

B. RFP: ***3475***

C. Proposer Information:

Name: Berry Dunn McNeil & Parker, LLC dba BerryDunn

Address: 100 Middle Street, Portland, ME 04104

D. Proposal opening date: ***October 19, 2017***

E. Proposal opening time: ***2:00 PM***

2. Tab II - Cost Proposal

A. Cost proposal must be in the format identified in ***Section 5, Project Costs***.

C. Proposers must provide a CD of their cost proposal within the master cost proposal.

3. Tab III - Cost Proposal Certification of Compliance with Terms and Conditions of RFP

B. Proposers must include Attachment B-2, Cost Proposal Certification of Compliance with Terms and Conditions of RFP for ***Section 5, Project Costs*** within this section.

5.1 COST SCHEDULES

The cost for each deliverable must 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 must be provided for all cost

5.1.1 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 the summary table in ***Section 5.1.3, Summary Schedule of Project Costs.***

However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred to the summary table in ***Section 5.1.3, Summary Schedule of Project Costs*** prior to submitting their cost proposal.

Deliverable Number		Description of Deliverable	Activity Number	Cost	Comments
3.5	**Planning and Administration Deliverables**				
	3.5.2.1	Detailed Project Plan	3.5.1.1	$42,261.00	one time
	3.5.2.2	Attendance at all scheduled meetings	3.5.1.2 and 3.5.1.3	$12,546.00	Assumes per review, including Initial IV&V Review; multiply times 12 if you need a total value for all periodic reviews
	3.5.2.3	Written Monthly Project Status Reports	3.5.1.4	$3,863.00	Assumes per review, including Initial IV&V Review; multiply times 12 if you need a total value for all periodic reviews
	3.5.2.4	IV&V Checklists	3.5.1.5 and 3.5.1.6		Included in Deliverable 3.5.2.1
		Subtotal for 3.5 - Planning and Administration		***$58,670.00***	
3.6	**IV&V Activities Deliverables**				
	3.6.4.1	Initial IV&V Review	3.6.2.1	$85,765.00	
	3.6.4.2	Initial IV&V Review Report (Draft and Final)	3.6.2.2	$19,673.00	
	3.6.4.3	Periodic IV&V Reviews	3.6.2.3	$85,765.00	Assumes per periodic review; multiply times 11 if you need a total value for all periodic reviews
	3.6.4.4	Periodic IV&V Review Reports	3.6.2.4	$19,673.00	Assumes per periodic review; multiply times 11 if you need a total value for all periodic reviews
	3.6.4.5	Formal Briefing Presentations	3.6.2.5	$6,922.00	Assumes per review, including Initial IV&V Review; multiply times 12 if you need a total value for all periodic reviews
	3.6.4.6	Deliverable Observation Reports (DOR)	3.6.2.6	$46,062.00	Assumes 2 DORs
	3.6.4.7	Document Archive	3.6.2.7	$742.00	Assumes per review, including Initial IV&V Review; multiply times 12 if you need a total value for all periodic reviews

Deliverable Number	Description of Deliverable	Activity Number	Cost	Comments
	Subtotal for 4.6 - IV&V Activities		***$264,602.00***	
	Total Section 5.1.1 Detailed Deliverable Cost Schedules		***$323,272.00***	

5.1.2 Other Associated Costs

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

5.1.2.1 The schedule has been set up so that the sub-total from this cost schedule will automatically be transferred to the summary table in ***Section 5.1.3, Summary Schedule of Project Costs.***

However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred to the summary table in ***Section 5.1.3, Summary Schedule of Project Costs*** prior to submitting their cost proposal.

5.1.2.2 Proposers must provide detailed information for each item identified.

Item #	Description of Other Associated Costs	Cost
1	*N/A: All of our costs are included in Tab 5.1.1*	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
	SUB-TOTAL FOR 5.1.2	$0.00

5.1.3 Summary Schedule of Project Costs

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

Deliverable or Cost Schedule Number	Summary of Total Project Costs	Cost
3.5	Planning and Administration Deliverables	$58,670.00
3.6	IV&V Activities Deliverables	$264,602.00
	Sub-Total of Project Tasks	$323,272.00
5.1.2	Other Associated Costs	$0.00
	Sub-Total of Other Associated Costs	$0.00
	Total Project Costs	***$323,272.00***
	**Total Cost assumes per periodic review; multiply times 11 if you need a total value for all periodic reviews	

5.1.4 Hourly Rate Schedule for Change Orders

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

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

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

Classification Title	Hourly Rate
Project Principal	$371.00
Project Manager	$288.00
IV&V Specialist	$288.00
Child Support Enforcement SME	$216.00
Technical SME	$309.00
Business Analyst	$134.00
Project Support	$120.00