

Cost Proposal Narrative

PCG is a management consulting firm, and we use market-based rates for consulting engagements such as the one requested by the State of Indiana. Our rates are inclusive of costs for personnel (including salary and fringe), facility space, supplies, equipment, and other expenses (including insurance, printing, indirect costs, and profit). The rates do not include travel and other operational costs (such as IT overhead and printing), which are listed separately as itemized costs. This engagement will be conducted remotely, leveraging virtual technology such as Microsoft Teams, and as a result, the travel costs are not applicable.

PCG proposes to complete this scope of work for a deliverable-based price of \$74,980, which includes all personnel and operational expenses. The narrative below explains how the prices correspond to the work for each of the three deliverables that Indiana seeks.

The **Deliverable 1: Compliance Evaluation Findings Report and Comprehensive Inventory** costs consist of personnel and operational costs. The **personnel costs** include the costs of labor for the project team as they carry out the following tasks from the scope of work:

- *Part a: Review all current compliance-related processes, tools, and documentation across programs and create a consolidated inventory of such*
- *Part b: Identify strengths, gaps, and opportunities via evaluation of current policies and processes*
- *Part c: Research industry best practices in program performance evaluation and fiscal monitoring of workforce programs*

PCG will conduct the following activities in support of the development of the Compliance Evaluation Findings Report and Comprehensive Inventory:

- Review of publicly available data, such as DWD monitoring tools, monitoring schedule, and DWD policies and federal guidance resources.
- Review of information gathered from DWD, including detail on the DWD Compliance Team, technologies used, data on monitoring process timeline, LWDAs, and existing DWD monitoring procedures.
- Development of a comprehensive inventory, including drafting, submitting for feedback, and finalizing the inventory.
- Conduct staff interviews with DWD Compliance Team to collect feedback on current processes and materials
- Research industry best practices in program performance evaluation and fiscal monitoring of workforce programs
- Identify strengths, gaps, and opportunities related to the existing materials
- Crosswalk the inventory with required tools and documentation to identify any gaps
- Development of the compliance evaluation findings report

The **operational costs** include the costs of Information Technology supports for the project.

The **Deliverable 2: DWD Strategic Plan** costs consist of personnel and operational costs. The **personnel costs** include the costs of labor for the project team as they carry out the following task from the scope of work:

- *Part d: Develop, in conjunction with the DWD Compliance Team, a comprehensive DWD Compliance Strategic Plan that will ensure continuous quality improvement and align with project tasks identified in the scope of work.*

PCG will conduct the following activities in support of the development of the DWD Strategic Plan:

- Facilitate two virtual strategic plan visioning sessions with staff and stakeholders
- Work with DWD to outline strategies discussed in the visioning sessions, including internal communication protocols and oversight processes for monitoring reports and corrective action
- Submit a proposed strategic plan format and table of contents to DWD for review and approval
- Work with DWD to support drafting the content for the strategic plan using information gathered above
- Submit draft strategic plan to DWD for one round of review and feedback
- Integrate feedback into final draft for DWD review
- Finalize and submit strategic plan to DWD

The **operational costs** include the costs of Information Technology supports for the project.

The **Deliverable 3: Monitoring Procedure Manual** costs consist of personnel and operational costs. The **personnel costs** include the costs of labor for the project team as they carry out the following task from the scope of work:

- *Part e: Develop, in conjunction with the DWD Compliance Team, a DWD Monitoring Manual/Procedure and associated monitoring tools across programs*

PCG will conduct the following activities in support of the development of the DWD Monitoring Procedure Manual and associated tools:

- Facilitate one virtual monitoring procedure manual visioning session with staff and stakeholders
- Document the processes required to fulfill DWD's purpose/function, including work steps, key inputs, outputs, stakeholders, and activities
- With DWD, draft an outline Table of Contents for the monitoring procedure manual
- With DWD, draft updated monitoring tools
- With DWD, draft content for the manual and will share with DWD for one round of feedback
- Finalize the monitoring procedure manual and monitoring tools

The **operational costs** include the costs of Information Technology supports for the project.