



August 8, 2018

Ms. Dawn Lyons
Nevada Department of Health and Human Services
Aging and Disability Services Division
Planning, Advocacy, and Community Services Unit
1860 E. Sahara Ave
Las Vegas, NV 89104

Dear Dawn,

Thank you for our recent phone conversation discussing the upcoming needs for the Statewide Independent Living Council (SILC).

Our understanding is that the SILC's current strategic business plan must be updated by June of 2019. The new plan will lay the foundation for the ongoing promotion of the Council's mission and vision: to advocate the development of a network of programs, services and options designed to empower Nevadans with disabilities to live independently in the community.

The SILC has experienced some changes and flux in leadership over the last several months and is in need of some outside assistance to guide them through the process of developing a strategic plan that takes into account the unique needs of individuals with disabilities.

QuantumMark has many years of experience developing comprehensive, holistic plans for numerous State agencies that are extremely detailed, capturing the full scope of work needed to provide effective and achievable strategies. We are especially known for our work in facilitating groups, bringing about consensus and buy in from all parties for a well-documented solution. We take the time necessary to understand the needs of our clients and utilize best practices from our work with other groups and similar organizations to deliver custom strategic plans tailored to your needs and pain points. That means your strategic plan will be practical and applicable to meet the needs of Nevadans with disabilities.

We are proposing a seven-month project period, during which QuantumMark will meet with the State Social Services Specialist and key individuals to lay out the timeline and agree on exact scope of work activities. As we do with all our projects, QuantumMark



will provide a Project Charter to summarize the project structure, timelines and goals. Once the Charter is agreed upon, QuantumMark will begin working through the detailed Scope of Work activities.

Below you will find our Scope of Work overview. We have based this on our experience in Nevada State agencies and other organizations in developing strategic business plans. We look forward to assisting you with this important project.

Scope of Work: Statewide Strategic Plan for SILC

QuantumMark will:

- Conduct Project Kick-Off and agree on scope
- Draft Project Charter and obtain SILC approval
- Conduct Assessment of current Strategic Plan and review currently available programs and services
- Facilitate Visioning Sessions for current and future needs of Nevadans with disabilities
- Collaborate with Aging and Disabilities Services Division and other key stakeholder groups or individuals for input
- Conduct benchmarking activities to gather best practices
- Review available business analytics data
- Draft Statewide Plan
- Coordinate with SILC and Aging & Disabilities Services for review of draft plan
- Finalize Plan based on State and Council input
- Conduct Closing Meeting
- Submit Final Statewide Strategic Plan

Assumptions:

- All project activities will be coordinated with the State Social Services Specialist.
- Most of the project activities will be conducted remotely from our Reno office.
- We anticipate a minimum of four trips from Reno to Las Vegas for in-person meetings. The exact number of trips will be determined based on project activities and the need for in-person working sessions.
- All travel costs are outside the fixed price for the project and will be invoiced separately based on State travel rates.



- State coordinator and key individuals will be available for coordination and document review as needed.

Price and Timeframe:

This is a fixed price proposal for \$136,420.00 over seven months. Seven monthly invoices will be submitted in the amount of \$19,488.57 each.

The fixed price is based on QuantumMark's MSA contracted rate for Project Management Activities. Project hours = 940.83. Hourly rate of \$145.00 per hour is based on the roles and responsibilities in the Project Management category pricing per State MSA RFP #3106.

Travel costs are not included in the fixed price. All travel expenses will be invoiced separately upon each trip completion and will be based on State travel rates.

Dawn, we appreciate the opportunity to present you with this proposal and look forward to working with you. Please feel free to contact me with any questions you may have.

Sincerely,

A handwritten signature in blue ink that reads "Kim G. West".

Kim G. West
Director of Business Development
QuantumMark, LLC