Nevada Deferred Compensation Program
Provider RFP Project - Scope of Work and Total Cost

Scope of Work	Arnerich Massena Staff	Actual Hours	Hourly Rate	Total Cost
Kick-off meeting with NDC Executive Officer to outline RFP project process, priorities, goals, and objectives (November 1, 2011 – at Arnerich Massena Offices in Portland, OR)	Senior Advisor	4 hours	$500	$2,000
	Advisor	4 hours	$350	$1,400
	Analyst	4 hours	$175	$700
	Staff	4 hours	$75	$300
NDC Planning Meeting - Discuss RFP Project (December 13, 2011 – at Offices in Carson City, NV)	Senior Advisor	10 hours (including travel time)	$500	$5,000
	Travel Expenses	-	-	$600
	Advisor	10 hours (including travel time)	$350	$3,500
	Travel Expenses	-	-	$600
Development of RFP document and Scope of Work (January 13 – February 9, 2012)	Senior Advisor	5 hours	$500	$2,500
	Advisor	10 hours	$350	$3,500
	Analyst	10 hours	$175	$1,750
	Staff	15 hours	$75	$1,125
Response to written submittal of provider questions (March 21 – 28, 2012)	Advisor	5 hours	$350	$1,750
	Staff	3 hours	$75	$225

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Preparation of detailed analysis of each provider proposal (6 proposals received: April 30 – June 8, 2012)	Advisor	12 hours (2 hours per proposal received)	$350	$4,200
	Analyst	24 hours (4 hours per proposal received)	$175	$4,200
	Staff	3 hours	$75	$225
NDC Meeting - Review detailed RFP summary report (June 21, 2012 – at Offices in Carson City, NV)	Advisor	10 hours (including travel time)	$350	$3,500
	Travel Expenses	-	-	$600
Notification to finalists, scheduling interviews, additional follow-up with providers (July 1 – 10, 2012)	Advisor	6 hours	$350	$2,100
	Analyst	3 hours	$175	$525
	Staff	3 hours	$75	$225
Reference checks – scheduling, conference calls, documentation (12 references – conducted July 11 - 16)	Advisor	4 hours	$350	$1,400
	Staff	2 hours	$75	$150

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NDC Meeting - Finalist interviews (July 18, 2012 – at Offices in Carson City, NV))	Managing Director	15 hours (including travel time)	$575	$8,625
	Travel Expenses	-	-	$600
	Advisor	15 hours (including travel time)	$350	$5,250
	Travel Expenses	-	-	$600
General Consulting (conference calls with NDC staff/legal, NDC Committee members, Arnerich Massena legal review)	Managing Director	5	$575	$2,875
	Legal Counsel	10	$500	$5,000
	Advisor	15	$350	$5,250
Contract negotiations	Advisor	0 hours	N/A	N/A
TOTAL				**$70,275**