

## ***Cost Assumptions, Conditions and Constraints***

PCG built the proposed deliverable-based price for this engagement based on the following cost assumptions and conditions:

### **Assumptions:**

- Work will be invoiced on a deliverable-based model, which gives Indiana predictability. PCG will invoice as DWD approves each deliverable. PCG will not be expected to provide backup documentation of actual itemized costs.
- All work will be conducted virtually, leveraging technology such as Microsoft Teams and SharePoint. No travel costs have been included.
- As described in Section 1.4 of the RFP 21-1076, the DWD Compliance Team will work in conjunction with PCG to develop both the Strategic Plan and Monitoring Procedure Manual, including the Monitoring Tools.
- DWD will appoint a Project Manager who can serve as the main point of contact to PCG.
- PCG will submit each draft deliverable to DWD for feedback and revision once before finalizing. When the draft is submitted, we will mutually agree on a turn-around time for all feedback.
- PCG will meet bi-weekly with DWD for project status meetings.
- PCG will submit a data request to DWD at the outset of the project, with potential for ad hoc requests throughout the project. Due to the short turnaround time, PCG assumes DWD will provide requested data in a timely fashion. When the data requests are submitted, we will mutually agree on a turn-around time for all items. Delays in receiving data could result in project delays or budget constraints.

### **Conditions:**

- If DWD wishes for PCG to perform any work on-site at any point during the project:
  - DWD will work with PCG to discuss COVID-19 pandemic health and safety protocols to help make a determination about feasibility of on-site work and associated travel.
  - DWD commits to discussing associated costs and any necessary contract amendments.