Quality Assurance – Project Management Services

Purpose

The purpose is to provide the proposed Statement of Work to perform Quality Assurance (QA) Project Management Services to support Cultural Transformation, State and Federal Fiscal/Budget support, and other Advisory Services, as required.

Scope

The scope of the QA Project Management Services includes:

* **Cultural Transformation Leadership** to support CalSAWS change initiatives including planning and communicating; training others; providing implementation support on specific change initiatives; leading change initiatives; and identifying and addressing resistance. The objective will be to create reusable practices for tactical implementation of the changes including, but not limited to, strategy development, design, deployment, evaluation, and continuous improvement.
* **Fiscal/Budget Support** of the activities to prepare Implementation Advance Planning Document Updates (IAPDUs). Activities may include, but are not limited to:
* Creation and maintenance of the CalSAWS IAPDU and other IAPDUs, as requested.
* Creation of presentation materials for IAPDU review meetings.
* Preparation for and participation in IAPDU review meetings with the Joint Powers Authority, Project Steering Committee, State and federal approval agencies, and other stakeholders, as requested.
* Support of other fiscal-related activities and tasks, as requested.
* **Other Project Management Services** as directed and requested by the Consortium.

The activities and outcomes of the QA Project Management Services will be reported in the ClearBest CalSAWS Del #03 – QA Monthly Status Report.

Timeframe

The anticipated timeframe for the Project Management Services is from January 27, 2020 to June 30, 2020.

Staffing

The following table provides a breakdown of the average monthly hours estimated for providing QA Project Management Services.

| Staff | Avg Estimated Monthly Hours |
| --- | --- |
| QA Executive – Wendy Battermann | 80 |
| QA Executive – Frank Ono | 80 |
| QA Executive/Change Specialist – Gretchen Williams | 60 |
| **Total Estimated Monthly Hours** | **220** |

Cost

Costs will be invoiced monthly on a time and materials basis. The estimated cost for the QA Project Management Services is as follows:

| QA Project Management Services | Hours | Hourly Rate | Cost |
| --- | --- | --- | --- |
| SFY 2019/20 | 1,430 | $154 | $220,220 |