



Archer Street LLC
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Quote #SLO20210826

Date: August 26, 2021

Expires: October 26, 2021

Customer: City of San Luis Obispo, CA

Vendor: Archer Street LLC

Project Management Services Quote

Archer Street LLC will provide a consultant at the rate of \$100.00 USD per hour for an average of 20 hours per week for 40 weeks (800 hours total) amounting to a sum not to exceed (NTE) \$80,000.00 USD to perform Senior Project Manager services for the Information Technology Department.

Under the direction of the IT Manager or designee(s), the consultant's duties will include assisting staff with activities and work related to the planning and implementation of the Enterprise Resource Planning project.

Services

- Has primary responsibility for delivery of full scope of projects, on schedule and within budget
- Manage the development of the scope definition and project plans to support project goals and successful completion of project
- Provide team leadership for problem resolution by working with the lowest organizational levels possible and escalating, as necessary
- Monitor schedule and costs for projects versus their progress; identify problems and possible solutions
- Serve as central point of contact for project

Deliverables

- Project Charters, Project Plans, Project Status Reports, Project Closure Reports and other written deliverables, as required

Rate Summary

Archer Street utilizes an "all-inclusive" rate (see "Expenses" section for details) that decreases the administrative time required for both the Client and Firm.

Expenses

Administrative and travel costs (i.e. gas, hotel and meals) are included assuming on-site travel is not required. Other project related costs including, but not limited to, software and equipment will be billed only with prior approval by the City designee at cost plus 10% administration fee. Archer Street terms accommodate pro-rata professional fees should work stop prematurely for any reason.

