



**Stealth Solutions, Inc.**  
**Proposal**  
**to**  
**Legal Services NYC**  
**For**  
**Grants & Contract Management**  
  
**Request for Proposal**  
  
**December 31, 2020**

Submitted electronically to:

[JAckley@LSNYC.org](mailto:JAckley@LSNYC.org)  
Legal Services NYC

Submitted by:

Rahul Sundrani, President  
22648 Glenn Dr., Suite 206  
Sterling, VA 20164

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December 31, 2020

Legal Services NYC  
40 Worth Street, Suite 606  
New York, NY 10013

Submitted electronically: [Jackley@LSNYC.org](mailto:Jackley@LSNYC.org)

**Re: Grants & Contract Management RFP**

Dear Jay Ackley:

Legal Services NYC (LSNYC) has clarified through its Grants & Contract Management Request for Proposal (RFP) and subsequent Q&A-specific prioritized needs its objective to enhance its grants and contracts administration. Stealth Solutions, Inc. (Stealth) provides this proposal to demonstrate how LSNYC's desired outcomes can be best accomplished through our years of experience, best practices, and methodologies resulting in implementable recommendations that will meet and exceed your five project goals.

Stealth's qualifications, experience working with similar organizations for their grant management improvement efforts, a systematic approach for projects, along with a timeline and budget that meets LSNYC requirements, are detailed in this proposal.

We look forward to the opportunity to support this written proposal through a presentation and interview with you and your staff in a scheduled web-based meeting in January 2021.

I have assigned Steve Lancaster, Director Business Development, as your immediate contact. Please feel free to reach out to Steve for any clarifications and follow-up. He can be reached at [Steve.Lancaster@Stealth-US.com](mailto:Steve.Lancaster@Stealth-US.com) or (703) 966-2728.

Sincerely and Happy New Year,

A handwritten signature in blue ink, appearing to read "Rahul Sundrani".

Rahul Sundrani  
President  
(571) 230-5430  
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## 1 Description of Qualifications/Capacity to Undertake This Work

Stealth Solution, Inc. (Stealth) has been designing, developing, deploying, operating, maintaining, and enhancing grants management services and systems for public sector customers for more than 7 years. The assigned Stealth Team members that will support LSNYC brings more than 45 combined years of business process-grants management services experience, along with deep technical and functional expertise in the grants management domain and an appreciation of the importance of change management in any such enterprise-wide initiative.

The Stealth Team has supported numerous non-profit, state, and local customers, including Legal Services Corporation (LSC), National Endowment for Democracy (NED), Los Angeles Homeless Services Authority (LAHSA), CASA of Los Angeles, Jewish Family Services LA, City of San Diego, and the State of Louisiana. Stealth will leverage the lessons learned from these experiences for the LSNYC project. Stealth understands the desire of LSNYC to utilize its existing infrastructure to provide quantitative tracking of eligibility information, client services, and handling of a higher volume of fiscal administrative activities. Stealth is prepared to address all LSNYC challenges and goals for this initial project. We have the reach back within the Stealth organization to support implementation, training, system-to-system interfaces, and evaluations of modern cloud-based grants systems as needed.

Two domain experienced consultants will lead this Stealth project effort. Melea Fisher and Rahul Sundrani will leverage their expertise in business process assessment and information technology to identify the core changes necessary to meet the needs of LSNYC. Stealth includes below an introduction bio for each.

### Melea Fisher Bio

Melea Fisher has extensive Business Process Management experience identifying and facilitating effective and efficient processes for clients over the last 25 years. Ms. Fisher spent many years across South East Asia, leading the facilitation and implementation of quality-focused systems across sales, R&D, purchasing, manufacturing, finance, and logistics functions.

Since 2007, Melea has worked widely as a Business Process Consultant, primarily in the non-profit sector. She has been instrumental in helping clients, including the Center for Nonprofit Management, CASA of Los Angeles, Pomona College, Film Musician's Secondary Market Fund, and Jewish Family Services LA meet grant funders' reporting requirements. Currently, Ms. Fisher is consulting as the Project Lead at Los Angeles Homeless Services Authority (LAHSA) for the digital transformation of their grant's management lifecycle processes, including systems integration.

Ms. Fisher's strength is focusing on the process assessment, drawing the lens back to ensure that recommended improvements can deliver specific, essential results valued by all stakeholders.

## **Rahul Sundrani Bio**

Rahul Sundrani is a senior Business Process and Technology professional with more than 20 years of experience in the Government (State, City, and Federal), Non-Profit, and Commercial Sectors.

Mr. Sundrani's expertise includes assessing organizations' business processes, identifying impactful improvements, and leading them by successfully implementing recommendations with a niche in Technology and System Interoperability.

For that last decade, Mr. Sundrani has focused on streamlining grants management processes and implementing Grants Management Systems and procedures that have resulted in significant efficiency gain and enabled organizations to achieve their strategic objectives.

His noteworthy accomplishments in the grants domain include Business Process Assessment and System Implementation for Legal Services Corporation (LSC.gov), National Endowment for Democracy (NED.org), Los Angeles Homeless Services Authority (LAHSA.org), Regional Municipality of Peel (PEELREGION.ca), the City of San Diego (SanDiego.gov/CDBG), Louisiana's Community and Technical Colleges (LCTCS.edu), and the United States Agency for International Development (USAID).

Our clients genuinely value Mr. Sundrani's ability to understand their organization's strategic and holistic vision, expertness in identifying their root cause, and capability of providing effective and efficient solutions.

Stealth will also use in-house Functional Analyst and Technical Analyst personnel during each of the five project steps outlined in Section 3.3 Structured Methodology.

Stealth is prepared to begin this project in March 2021, with a proposed completion date in September 2021. Details are outlined in Section 4 Proposed Timeline.

## 2 Demonstration of Experience Working with Similar Organizations

Stealth has supported numerous non-profit, state, and local customers to revamp their business processes and implement grant process recommendations emerging from the Stealth assessment. Below are examples of organizations similar to LSNYC's challenges and requirements that have streamlined grant processes and operations by partnering with Stealth.

### **Example 1: Grants Management for Legal Services Corporation (LSC)**

LSC is the largest funder of civil legal aid for low-income Americans in the United States. LSC distributes more than \$420 million in grants annually. In 2017, LSC tried but failed to revamp their grants processes and systems. In 2020, Stealth was engaged in leading the Gap Analysis of LSC's existing grants management processes. The team conducted an in-depth study of LSC's processes against best practices and proposed solutions that eliminated non-value-add activities, increased coordination, compliance, and collaboration across the organization. Based on recommendations from the Gap Analysis, LSC has configured a cloud-based grants management system and improved processes resulting in:

- **Being Compliant and Collaborative:** Recommended solutions have established and enforced a clear set of uniform procedural directives, templates, and tools that brought structure and consistency to LSC's ad hoc processes;
- **Creating capacity:** LSC staff can spend less time doing manual or administrative tasks;
- **Being Data-Informed:** Staff can use data to monitor activities & make decisions; and
- **Serving external stakeholders:** In addition to internal staff, the digital tools and revised process provide accessibility & benefits to external stakeholders.

### **Example 2: Grant Funding for Los Angeles Homeless Services Authority (LAHSA)**

Stealth Team member Melea Fisher led the Business Process Assessment (BPA) for the Los Angeles Homeless Services Authority (LAHSA). LAHSA coordinates and manages more than \$400 million annually in federal, state, county, and city funds for programs that provide shelter, housing, and services to people experiencing homelessness. As largely a pass-through agency, LAHSA struggled to procure, allocate, contract, and monitor alignments to their funder requirements. The BPA identified seven prioritized areas to improve its contracting process, including policies, procedures, strategic IT plans, and clarifying roles and responsibilities. By leveraging existing technology, a dashboard helped identify As-Is process bottlenecks. Clarifying roles and responsibilities led to a daily 'stand up' to set clear priorities for the assigned cross-functional team. The team significantly decreased the number of days taken to execute a contract from the RFP award date. LAHSA continues to engage Melea to facilitate strategic recommendations from the Business Process Assessment results.

### **Example 3: Case Management for CASA of Los Angeles**

CASA of Los Angeles improves children's lives by pairing them with trained volunteer advocates. CASA of Los Angeles is one of the largest CASA programs in the country with more than 76,000 volunteers serving 251,000 children nationwide. CASA of Los Angeles struggled to

transform its paper-based case management process to a web-based application. By completing a Business Process Assessment, identifying Key Performance Indicators, tracking Outcomes, and ensuring the data points were captured in a digital system, CASA of Los Angeles can now provide funders with timely reports. The ability to access case management notes via the web ultimately increased their volunteer's corps by 50%, expanding their ability to advocate for more than 1000 foster children per year!

**Example 4: Grants Management System Implementation for Region of Peel, Canada**

Stealth was engaged in the modernization of Grants Management for the Human Services Department at the Region of Peel in Canada, which plays a critical role in expanding social services to more than 1,400,000 residents within the Region.

Historically, the Region of Peel has managed grant programs using various legacy systems and manual processes, which vary by funding program where technology solutions were acquired per business need. The Region sought the unification of grant processes based on best practices and a single technology platform that converges disparate technologies and creates efficiencies for the organization related to infrastructure, solution interoperability, and transferable staff skills that enable a more effective and efficient rollout and adoption.

Stealth was instrumental in implementing a common set of processes and a cloud-based Software as a Service (SaaS) solution that meets the needs of several Region of Peel programs while being flexible enough to accommodate new grant programs. The implemented solution has supported the Region's strategic objective of improving operational efficiencies and have converged legacy systems and manual processes with a flexible and configurable single Salesforce-based solution that eliminates the need for hardware, software, disaster recovery, and backups. Additionally, the implemented solution is scalable, works on any device, and was extended to support Digital Signature.

The implemented solution has provided the Region of Peel with the ability to standardize and centralize its grants management processes such as application intake, application review, award/contract issuance, autopayment, financial reconciliation, progress and performance reporting, and closeout.

Automating grants processes and converging legacy technologies has freed up 10-12 FTEs and allows the Region to focus on expanding existing funding programs and developing new programs to support the Region's mission, initiatives, and goals. Also, the Region has reaped the following benefits:

- All elements of the grants process can be included in ad hoc reports, which increases the ease of reporting, tracking of grant funds, and grants managers taking timely corrective actions;
- The increased transparency from an online portal has significantly increased the overall level of satisfaction among applicants and grant recipients; and



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Grants & Contracts Management RFP

- Improved governance, compliance tracking, and risk management across grant programs have been realized as the system allows for risk and compliance policies to be enforced by the tool and reduces the overall grants exposure through system validation and automation.



### 3 Stealth Solutions Project Approach

Stealth's project understanding, approach, and methodology are completely explained within this proposal section.

#### 3.1 Understanding of LSNYC Project

We understand LSNYC has doubled in size since 2015 and now requires an operations overhaul to provide funders quantitative tracking of eligibility information, expanded client services, and greater, more efficient fiscal administration. LSNYC is looking for a consulting partner that can perform an intersectional analysis of LSNYC's grants administration, reporting, fiscal processes, systems, and infrastructure against non-profit industry best practices. The results of our analysis will provide recommendations for improving the operational efficiencies and prepare LSNYC for scale into further expansion. The goals of the project are to:

1. Identify gaps and inefficiencies by conducting an in-depth analysis;
2. Provide recommendations on restructuring, improving, overhauling, or redistributing responsibilities among staff at the Central office and in the borough offices;
3. Develop a plan for successful implementation of recommendations;
4. Increase coordination and compliance with funder reporting requirements based on best practices; and
5. Leverage team-based solutions to increase grants and contracts collaboration across the organization.

#### 3.2 Proposed Approach

Implementing a Business Process Assessment (BPA) is an audacious aspiration for any organization. It is imperative to make a distinction between incremental improvements versus transformational change. Stealth's proven technique for facilitating a Business Process Assessment is driven by answering the following five questions that serve as a framework for conducting a more in-depth analysis:

1. **What are you currently doing?** The objective is to define the current "as-is" business process. Using visual maps, or workflows, we first understand what is being done and why, before getting to the who and how the work is performed.
2. **What are you currently doing that is not required?** The goal is to identify activities that take significant effort and time but do not produce proportional value from a

business or stakeholder perspective. The recommended best practice is to eliminate activities that are not adding value.

3. **What are you currently doing that needs to continue but can be improved?** The purpose is to identify opportunities to improve existing work activities by challenging existing policies, procedures, tools, and software.
4. **What are you not doing but know you should be doing?** The goal here is to highlight activities that provide value and efficiencies but are not implemented due to constraints such as personnel, policies, procedures, and/or supporting technology.
5. **What are you not doing, you should be doing, but do not know what you should be doing?** The purpose here is to identify the activities that an organization is not yet aware of but needs to be doing going forward.

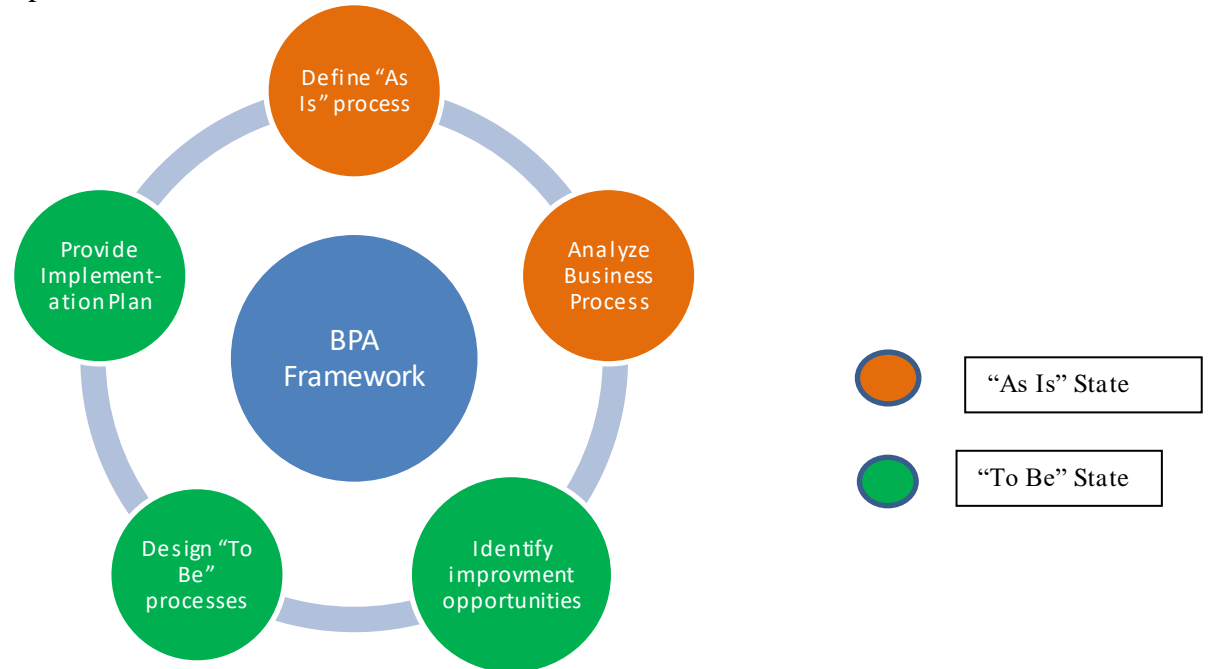
The answers to the above five questions will facilitate the development of recommendations for LSNYC's project by classifying activities as:

- Value Added (VA): Activities that add value to the output/product from a customer (internal or external) perspective;
- Regulatory Activities (RA): Activities that do not directly provide VA, but the organization proactively chooses to perform such activities for reasons such as regulations; and
- Non-Value Added (NVA): Activities that do not provide VA or are required due to regulations should be eliminated or reduced.

### 3.3 Structured Methodology

Stealth's BPA methodology will compare existing LSNYC processes against funder and stakeholder requirements, focusing on a standardized approach across the central office and the five boroughs. Recommendations will exploit the use of LSNYC's existing electronic case management system (LegalServer), accounting system (Abila's MIP Fund Accounting), and IT infrastructure. The proposed approach will be executed using a proven and structured five-step

methodology depicted and defined below:



Five-Step Methodology	LSNYC Project Goals Addressed
<p>1. Define “As Is” Business Processes – Our team will develop visual workflow maps to establish a common understanding of the current state, identify how well the current processes meet the reporting requirements of funders, and capture requirements for the design of the “future state” process. The deliverable includes workflows, roles and reporting relationships, supporting technology, and business rules. The key activities include:</p> <ul style="list-style-type: none"> <li>a. Prepare by meeting with the Process Owner to confirm the scope, provide additional background, and identify key stakeholders to be interviewed. The Process Owner will also determine the leadership team’s desired communication, e.g., scheduling periodic updates, etc.</li> <li>b. Map the “as is” process/subprocess workflow based on discussions with a representative group of personnel. Understanding the current process includes modeling the workflow and making initial observations on factors impacting process performance. Mapping usually reveals complexity and challenges that are not always</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Receive a comprehensive analysis of our current grants and financial reporting workflow (including staff responsibilities) to identify gaps and inefficiencies</i></li> </ul>

Five-Step Methodology	LSNYC Project Goals Addressed
initially known or widely recognized across the organization.	
<p>2. Analyze Business Processes – The goal is to identify gaps, root causes, and strategic disconnects that may improve organizational effectiveness, operational efficiency, and alignment to strategic objectives if addressed. The “as-is” maps are reviewed with the “process owner &amp; key stakeholder” audience, valuing institutional memory and developing a shared understanding. Policies and Procedures are reviewed to compare for alignment to what is done in practice. Regular briefing updates (15 minutes) are conducted virtually, featuring any notable discoveries as the BPA progresses. These are open to all personnel to facilitate transparency and to develop a shared vision, and an opportunity for questions.</p>	<ul style="list-style-type: none"> <li>• <i>Receive a comprehensive analysis of our current grants and financial reporting workflow (including staff responsibilities) to identify gaps and inefficiencies</i></li> </ul>
<p>3. Identify Improvement Opportunities – Identify, analyze, and validate opportunities to address the gaps and root causes identified during the as-is analysis. This step also includes identifying and validating forward-facing improvement opportunities – often strategic transformational opportunities that are not tethered to the current state process. As the modeling and review of workflows continue, the BPA identifies gaps in existing processes, redundancies, and specific improvement opportunities. Also included are observations about other enablers (current use of IT, motivation, measurement, ownership, etc.). Design of the future state processes will leverage points where significant improvement is possible through a holistic view of the end-to-end process rather than a siloed, departmental, or location-specific lens.</p>	<ul style="list-style-type: none"> <li>• <i>To obtain recommendations for restructuring, improving, overhauling, or redistributing responsibilities among staff both at the Central office and in the borough offices</i></li> </ul>
<p>4. Design “To Be” Processes – During this step, we collectively prioritize improvement opportunities from those identified to provide the most significant impact on organizational effectiveness and operational efficiency. The Stealth Team will then create a forward-looking Future State, based on discussions with stakeholders and analysis of the “as-is” process maps. Designing these new processes focuses on meeting the funders’ requirements and prioritizing improvements that will result in the most effective processes.</p>	<ul style="list-style-type: none"> <li>• <i>Obtain recommendations for restructuring, improving, overhauling, or redistributing responsibilities among staff both at the Central office and in the borough offices</i></li> <li>• <i>Increase the ability to build teamwork and team-based solutions across the organization when performing grants- and contracts-related tasks</i></li> <li>• <i>Provide an overview of targeted best practices to achieve increased coordination and efficient compliance with reporting requirements determined by funders</i></li> </ul>

Five-Step Methodology	LSNYC Project Goals Addressed
5. Provide Implementation Plan – A step by step, 5W1H (What? Who? Where? When? Why? How?) plan will be provided as guidance for LSNYC to implement the “to-be” processes.	<ul style="list-style-type: none"> <li>To develop an implementation plan that will ensure success of the provided recommendations and that lessons learned are disseminated through the wider organization</li> </ul>

Please note that “**Step 4 - Design To Be” Processes**” and “**Step 5 - Provide Implementation Plan**” will be targeted to address the following categories of challenges mentioned in the RFP:

- Absence of centrally coordinated guidance and resources for proposal development;
- Ambiguity about grant and fiscal reporting responsibilities between staff;
- Inability to perform real-time monitoring of fiscal and performance status of grants;
- Challenges in coordination between program staff and LSNYC’s fiscal department;
- Funders’ unrealistic reporting requirements; and
- Underdeveloped training resources related to grants management.

The BPA’s success is centered on involvement from a core “Process Ownership Team” at LSNYC to review and discuss BPA findings (usually biweekly). This Process Ownership Team will obtain a deep understanding of the current state, provide feedback and input for the future state, and develop a shared understanding of the future state priorities. The Process Ownership Team should be comprised of LSNYC management personnel who will ultimately be responsible for implementing the BPA’s recommendations and plan.

## 4 Proposed Timeline

Based upon the Stealth BPA methodology and the understanding of LSNYC project goals, we provide a project and task timeline below. The proposed timeline is based on the assumed start date of March 1, 2021. We are expecting the project to finish by mid-September.

ID	Task Name	Start	Finish	Duration	Q2 21						Q3 21	
					Mar	Apr	May	Jun	Jul	Aug		
1	LSNYC Business Process Assessment(BPA)	3/1/2021	9/15/2021	143d								
2	Start Project	3/1/2021	3/1/2021	0d								
3	Onboarding, Review Existing Artifact, Establish Roles and Responsibilities	3/1/2021	3/5/2021	5d								
4	Prepare for and hold Kickoff	3/8/2021	3/10/2021	3d								
5	Step 1: Define "As-is" Business Processes	3/11/2021	6/2/2021	60d								
6	Step 2: Analyze Business Process	6/3/2021	6/16/2021	10d								
7	Step 3: Identify Improvement Opportunities	6/17/2021	7/14/2021	20d								
8	Step 4: Design "To Be" Process	7/15/2021	8/18/2021	25d								
9	Step 5: Provide Implementation Plan	8/19/2021	9/15/2021	20d								
10	Project Reporting & Meetings, and Bi-Weekly Updates to Stakeholders	3/1/2021	9/15/2021	143d								
11	End Project	9/16/2021	9/16/2021	0d								

Delays in any of the above task start dates may move the project end dates to the right. Stealth will work with LSNYC to accommodate modifications to the project timeline if needed.

### 4.1 Deliverables

The table below provides the seven key deliverables from Stealth to LSNYC to complete this project on time and within budget. This plan will provide targeted best practices for increased coordination and funder reporting compliance. When implemented, a teamwork-based solution across the LSNYC grants and contract organizations will be realized.

#	Title	Description	Formal Deliverable	Estimated Completion Date
1	Kickoff	Stealth will meet with the LSNYC Process Owner to obtain additional context and clarify roles and responsibilities. Stealth will facilitate the kickoff meeting with LSNYC stakeholders and provide a kickoff presentation deck.	Kickoff Deck	10 days after the contract start date
2	Step 1: Define "As-Is" Business Processes	Stealth will interview key stakeholders to develop cross-functional process maps of the current "as is" workflows. Stakeholders include Executives, Project Directors, Legal Services Staff, Grant Contract Administrators, and Grant Accountants across the five boroughs (estimated 35 subject matter experts). Stealth will develop and share current state process maps via a provided Lucidchart link for LSNYC to view and/or download.	Cross-functional process maps of the current "as is" workflows	70 days after contract start date
3	Step 2: Analyze the Business Process	Analysis of "as-is" process maps with key Stakeholders to ensure a common understanding of what activities are done and why. Process maps will be cross-referenced to identify gaps, non-value-adding actions, and root causes. Stealth	Updated Process maps with gaps and	84 days after contract start date

#	Title	Description	Formal Deliverable	Estimated Completion Date
		will share the updated link via Lucidchart format for LSNYC to view and/or download.	root causes codified	
4	Step 3: Identify Improvement Opportunities	Identified gaps and improvement opportunities from the business process analysis will be prioritized in the context of the entire process to provide the most impact. Stealth will include the prioritized list in the final Business Process Assessment report.	A prioritized list of actionable improvement opportunities	112 days after contract start date
5	Step 4: Design "To-Be" Process	The high-level "to-be" process maps, including prioritized changes for optimal effectiveness and efficiencies, will be presented to LSNYC stakeholders. The presentation deck will be available for LSNYC perusal.	High-Level "to-be" process map & deck	130 days after contract start date
6	Step 5: Provide Implementation Plan	The final Business Process Assessment Presentation and Report will include: <ul style="list-style-type: none"> <li>Analysis of the current services against best practices focused on the funder requirements and outcomes</li> <li>Itemized process disconnects, corrective actions, non-value-adding steps, redundancies, and recommendations</li> <li>Summarized, holistic, prioritized key recommendations for the "to-be" workflows, including narrative to provide insights relating to policies and procedures, process metrics, and milestones</li> <li>Implementation plan (what, who, where, when, why, how) to ensure prioritized recommendations can begin by Legal Services NYC personnel immediately following the BPA</li> </ul>	Final Business Process Assessment Deck	143 days after contract start date
7	Project Reporting and Updates	Formal: Project Owner and stakeholder leadership team Bi-Weekly reporting (1 hour). In-Formal: "Standing" updates to any interested stakeholders across the organization (15-minute open zoom session)	Bi-Weekly Report to Leadership team and stakeholders	Bi-Weekly business days after the contract start date

## 5 Proposed Budget

This LSNYC Grants and Contract Management Project is expected to take approximately 6.5 months, as outlined in Section 4 Proposed Timeline. Based upon the defined deliverables and timeline, Stealth proposes a full project cost of **\$124,900**.

### 5.1 Price Assumptions

Stealth makes the following price assumptions:

- Based upon our understanding of the LSNYC scope, we estimate a total Stealth Team effort not to exceed **950 hours**.
- The project timeline and costs are based upon LSNYC personnel availability, commitment, and timely feedback. Any delays will impact the schedule and may affect the proposed cost.
- Based on current COVID-19 guidelines, project delivery activities will be conducted remotely via Zoom.
- Dependent on the current COVID 19 guidelines at each project step, Stealth staff could make trips to LSNYC offices to support BPA project steps. This will be assessed with the LSNYC Process Owner throughout the project.
- Stealth staff travel costs are not included in the above project cost. If allowed by guidelines and approved by the LSNYC Process Owner, the optional \$500/person day cost would be assessed and charged to LSNYC. A Stealth person day is defined as when a Stealth Team member is onsite for any length of a workday. The travel cost includes airfare, hotel, and per diem.
- The project cost includes interviewing up to 35 LSNYC personnel to map “As-Is” business processes, facilitate feedback, and develop the “To-Be” business process.
- The effort is based upon our assumption that there is some commonality between the 200 funder contracts and their associated reporting requirements. If there are significant variations among funder requirements, it may impact analysis effort and related cost.
- The “To-Be” process map will be developed to prioritize changes at a high level and exclude detailed IT systems-level integrations and data workflows.
- All formal deliverables include one revision. Any additional modifications may impact the associated timeline and cost.



- Stealth is pleased to provide additional services or changes to project scope and deliverables. The Stealth T&M-based rates for current personnel assigned to this project are provided in the table below.

Personnel (Role)	Hourly Rate
Business Process Assessment SME (Per Hour)	\$150.00
Functional Analyst - Per Hour	\$105.00
Technical Analyst - Per Hour	\$115.00

## 5.2 Optional Services

The Stealth deliverables addressing all known challenges to meet the LSNYC goals of this project are inclusive within this proposal. In addition, Stealth wants to ensure the LSNYC understands we are competent and willing to perform additional services, both during and after completing this BPA-based project. Based upon LSNYC requirements of these optional services, we are quite pleased to discuss, size, and provide a cost for each of these services.

A representative example of these optional services is:

- Implementation of recommendations from the BPA;
- Detail Data flow modeling codifying information exchange across IT Systems in support for “To-Be” processes;
- The preparation and/or delivery of procedures or training materials related to recommendations (documents, webinars, videos) of the implementation plan;
- Review and analysis of additional software other than LSNYC-existing IT Infrastructure; and
- Preparations/evaluation of any sources sought, RFI, RFP of needed new or additional software/systems.

As your trusted consulting partner, Stealth stands ready to discuss any other challenges or service needs of LSNYC.