

Request for Proposals (RFP) for Personal Property Consultant Award Listing

Vendor: Lisa A. Hobart, LLC

Phase I. Development of project objectives.

Collaboration with supervisor(s) to develop goals and objectives.
 Develop written preliminary goals and objectives compliant with State Law, USPAP, and IAAO. Develop agenda for team meeting.
 Develop questionnaire for team meeting.
 Travel and conduct in-person meeting. Allowance for 3-days for first in-person meeting.
 Modify goals and objectives following meeting as needed.

Travel costs:	Hotel: 3 days@ \$125.00	\$375.00
	Air:	\$600.00
	Transportation:	\$150.00
Time:	35 hours @ \$200	<u>\$7,000.00</u>
Total Estimated Cost for Phase 1.		\$8,125.00

Phase II. Staff Training

	Development of Manual (see Exhibit 7) = 50 hours@ \$200	\$10,000.00
	Training/Evaluation (see Exhibit 7) = 120 hours@ \$200	\$24,000.00
Travel costs:	Hotel: 14 days@ \$125.00	\$1,750.00
	Air:	\$600.00
	Transportation:	<u>\$200.00</u>
Total Estimated Cost for Phase II.		\$36,550.00

Phase III. Creation and Implementation of a Customized Personal property Manual for Baldwin County

	Any necessary revisions to manual after training program: 5 hours@ \$200	<u>\$1,000.00</u>
		\$1,000.00
Total Estimated Cost for Phase III.		

Phase IV. Performance Management and Review.

	Remote support: 15 hours @ \$200	\$3,000.00
	Evaluation of work performed: 15 hours@ \$200	\$3,000.00
	On-site visit.	
Travel Costs:	Hotel: 3 days @ \$125	\$375.00
	Air:	\$600.00
	Transportation:	<u>\$150.00</u>
Total Estimated Cost for Phase IV.		\$7,175.00

Total Estimated Cost of Project: \$52,800.00