



September 28, 2022

Ms. RuthAnne K. Hall
Purchasing Manager
Lake County Purchasing Division
18 North County Street
Waukegan, Illinois 60085-4350

Re: Proposed Extension to the Agreement for Professional Services
Project and Organizational Change Management

Dear Ms. Hall:

Mission Critical Partners, LLC (MCP) is pleased to present Lake County (County) with a proposed extension to the original agreement with the County (Contract #18052 Agreement for Professional Services for Lake County, Illinois, fully executed on April 9, 2019, as modified, most recently, June 21, 2022). This proposal provides for extension of the term of project and organizational change management services to be performed.

Engagement Term

We propose to continue to provide full-time project and change management services on a month-to-month basis for up to seven months through go-live of the Integrated Case Management System (ICMS). Subsequent to that, we will provide four months of part-time post-go-live project management at a reduced rate to establish an ICMS operational group, facilitate the initial road map for future configuration enhancements, transition responsibilities for ongoing ICMS management to Lake County personnel, and complete any final implementation project management activities.

Should it be determined that full-time project management can cease prior to seven months, Lake County shall provide MCP 30 days' notice to transition to part-time project management at a stepwise reduced monthly rate.

Cost

MCP is proposing to maintain the monthly and hourly rates set forth in the original agreement. The total cost of this extension of our project and organizational change management services agreement with the County is proposed at a not-to-exceed amount of \$348,729. The additional duration consists of up to seven months of full-time service during implementation, followed by four months of part-time services after go-live at an increasingly discounted rate.

MCP will provide services and invoices as shown in Table 1 on the following page.



Table 1: MCP Services and Invoice Amount by Month

Project Management and Organizational Change Management Services	Month	Invoice Amount
Implementation	November 2022	\$38,875
Implementation	December 2022	\$38,875
Implementation	January 2023	\$38,875
Implementation	February 2023	\$38,875
Implementation	March 2023	\$38,875
Implementation	April 2023	\$38,875
Implementation	May 2023	\$38,875
Post-Implementation	June 2023	\$29,894
Post-Implementation	July 2023	\$22,421
Post-Implementation	August 2023	\$14,947
Post-Implementation	September 2023	\$9,342
Total		\$348,729

The hourly rates for all staff classifications will remain as set forth in Contract #18052 Agreement for Professional Services for Lake County, Illinois, Section 4, Net Hourly Rates.

We look forward to continuing to assist Lake County on this critical technology project. If you have any questions regarding our proposal, please do not hesitate to contact me.

Sincerely,

Mission Critical Partners, LLC

Joseph D. K. Wheeler
 Vice President, Justice, Management, and Technology Services

Cc: Mr. Todd Schroeder
 Ms. Erin Cartwright Weinstein