



**MTG Management Consultants, LLC**

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October 13, 2020

DISCUSSION DRAFT

Ms. Erin Cartwright Weinstein  
Clerk of the Circuit Court  
18 North County Street  
Waukegan, Illinois 60085

Dear Ms. Cartwright Weinstein:

MTG Management Consultants, LLC, is pleased to present the Clerk of the Circuit Court of the 19th Judicial District with a proposed extension to the existing Statement of Work (SOW) from August 12, 2019. This SOW provides for quality assurance services in connection with planning for and implementing the clerk's Records Digitization initiative.

The section below outlines the scope of the project management assistance that the Clerk's Office requested that MTG provide.

**A. Scope of Project Management Services Requested**

The Clerk's Office is seeking certain project management assistance to support its records digitization project as described in the table below.

Records Digitization Assistance	Period	Hours
<b>Records Digitization Project</b>		
• Prepare project repository and set up communications.	1st month	8
• Provide project management services and troubleshooting as necessary.	22 months	352
• Conduct project close-out activities.	Last month	58
<b>Total Hours Records Digitization Assistance</b>		<b>418</b>

The section below provides information about the anticipated schedule for delivering these services.

## **B. Project Schedule**

The project schedule is highly dependent on the Clerk's Office and the digitization vendor. Individual tasks may move and may be higher or lower in any monthly period. The following dates are baseline schedule dates.

- Project Start– November 15, 2020.
- Records Digitization Project Completion – November 14, 2022.

The following section outlines the cost of the project management services requested.

## **C. Cost**

The total cost of the project management services is not-to-exceed \$91,960. MTG will invoice as follows:

- Monthly, for 24 months: \$3,831.

The hourly rate is \$220, the rate for the MTG Project Manager role provided for in County Contract #18052 Agreement for Professional Services for Lake County, Section 4, Net Hourly Rates.

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We look forward to assisting the Clerk's Office as it plans for the successful commencement and implementation of its records digitization initiative. If you have any questions regarding our proposal, please do not hesitate to contact us.

Very truly yours,

MTG MANAGEMENT CONSULTANTS, LLC



Paul M. Wieser  
Senior Manager

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