



## SCOPE OF SERVICES AND COST PROPOSAL

### City of Palm Desert Business License System Project Advisory Services

**Park Consulting Group (PCG) will provide the City of Palm Desert professional services for the City of Palm Desert's Business License System Project:**

**A.** PCG will project services for the City of Palm Desert with the activities associated with the City's Business License System project such as those listed below:

#### **Project Advisory:**

- Advise on and review project scope, goals and deliverables that support business goals in collaboration with the City's leadership and stakeholders.
- Support the City's project lead and manager of project plan, timeline, milestones, project status reports, and deliverables with Clariti/ Speridian Project Manager.
- Provide best practices and tools for project execution, management, and delivery.
- Attend project meetings with staff and project stakeholders. This may include internal project briefings and project briefings with Clariti/ Speridian, in addition to others as requested.
- Review and provide input on all contracts with external vendors for integrations development and change orders.
- Support escalation for questions and issues from the Project Team and address and/or escalate issues / risks as they come up.
- Proactively identify issues, risks, and conflicts within the project team, third party vendor partners, and the business as needed; consult with city management to formulate a plan to resolve.
- Provide feedback on leading best practices for project implementation and deployment processes.

#### **B. Proposed Cost - Total not-to-exceed budget and duration of services:**

- **Duration of Services:** 3 months
- **Total Compensation:** \$49,500

PCG's will provide services at a fixed monthly basis of \$16,500 per month for the duration of the project.