Stafford Riley
CONSULTING GROUP

Finance Subcontracting Workstream Package

Plug-in finance engine support for public-sector cost-of-service, user fee, and cost allocation studies.

Best fit for primes delivering municipal or utility-focused cost studies who want a single, accountable finance workstream with clean tie-outs and handoff-ready models.

- **Burdened labor + overhead** (productive hours, salary/benefit burden, overhead adders)
- **Indirect pools + allocation drivers** (shared services and overhead distribution logic)
- **Unit cost tables + QA tie-outs** (defensible math and reconciliation)
- **Cost recovery + scenarios** (fee gap, recovery %, and revenue impact options)
- **Excel model + staff handoff** (documented, repeatable, easy to update annually)

> **Scope control:** Prime retains PM/scheduling/stakeholder management/final report assembly. This lane retains the finance engine build, assumptions documentation, QA/tie-outs, scenario modeling, and staff training/handoff.

Contact: finance@staffordriley.com

Send the solicitation or scope summary and include: due date, departments/service lines in scope, data availability, scenario count, and any council/board workshop requirements.

Reference Pricing + Assumptions

Reference pricing is a working estimate to support prime proposal planning. Final pricing is confirmed after reviewing the solicitation, service line count, and data readiness.

Plug-in Finance Workstream (A+B+C+D)	$84,000 fixed fee
Includes: cost model + allocation engine, cost recovery + scenario pack, executive narrative/tables support, and two (2) workshops plus staff handoff.	
Assumptions: single utility or department set, data delivered in agreed format, two scenario sets (baseline + one option), two revision cycles, and up to 12 hours of data cleanup.	
Change control: additional departments, additional workshops, additional scenario sets, additional revision rounds, or extended support are priced add-ons.	

Priced add-ons (as needed):
- **Additional workshop:** $4,500 each
- **Additional scenario set:** $7,500 each
- **Additional revision round:** $6,000 each
- **Additional data cleanup:** $300/hour (beyond included 12 hours)
- **Extended post-handoff support:** $7,500/month (optional)

Workpackages (A–D)

Workpackages are deliverable-based. If the prime wants a single proposal number, we roll A–D into one fixed fee with assumptions and change control.

Workpackage A: Cost Model + Allocation Engine (Excel)

- Burdened labor rate build (productive hours, benefits, overhead adders)
- Indirect pools and allocation drivers (with documentation and tie-outs)
- Unit cost tables by service line or department
- QA checks, reconciliations, and defensible assumptions log

Workpackage B: Cost Recovery + Fee Gap + Scenario Pack

- Cost vs. current fee gap by service line (subsidy/shortfall views)
- Cost recovery percentages and fee gap summary tables
- Scenario options with revenue impact projections and sensitivity notes
- Decision points and implementation assumptions

Workpackage C: Executive Narrative + Deck/Table Support

- Decision-ready narrative: key drivers, findings, tradeoffs
- Tables/visuals aligned to leadership, public sessions, and Q&A;
- Risk/assumptions framing and recommendation support

Workpackage D: Workshops + Staff Training + Handoff

- Workshops as agreed (typical: preliminary findings + near-final review)
- Model training, documentation package, and update guide
- Limited post-handoff clarification support within scope

Capability Snapshot

Procurement-friendly summary primes can paste into proposal language.

Core capability

- Public-sector cost-of-service, user fee, and cost allocation finance workstreams
- Burdened labor + overhead, indirect pools, allocation drivers, and tie-outs
- Cost recovery, fee gap analysis, and scenario modeling with revenue impact
- Excel model built for repeatability and annual client updates

What primes get

- A clean finance engine with documented assumptions and QA trail
- Tables and narratives ready for integration into the prime's final report
- Handoff package and training so the client can maintain the model

Engagement terms

- **Delivery:** remote-first; on-site workshops by agreement
- **Scope control:** prime retains PM/schedule/final report assembly; this lane owns finance engine deliverables
- **Security:** NDA as needed; least-privilege access; secure file exchange
- **Availability:** confirm at kickoff based on due date and workload

Contact

Email: **finance@staffordriley.com**
Location: Houston, TX (remote-first)

When sending a solicitation, include: due date, departments/service lines in scope, data readiness, scenario count, and workshop expectations.