

Cost Proposal

We are able to provide the strategic planning service to the Branch District Library for a fixed price of \$41,600 including travel.

Phase 1: Data Collection and Analysis

Task	Timing	Description	Fees	Travel	Total
1	April	Kick-off meeting and guided tour	\$1,500	\$1,350	\$2,850
2	April	Information gathering and review, background notes	\$3,000		\$3,000
3	April-May	Targeted interviews with 16-20 staff, board and stakeholders	\$3,000		\$3,000
4	May	4 x On-line Surveys and one organization assessment	\$3,750		\$3,750
		Total Phase 1	\$11,250	\$1,350	\$12,600

Phase 2: Community Needs Assessment

Task	Timing	Description	Fees	Travel	Total
5	May	6-7 x board, staff and stakeholders workshop, 2 consultants	\$6,000	\$2,350	\$8,350
6	June	Synthesize data into 6-7 goal areas and develop project concept listing	\$1,500		\$1,250
7	June	Project & program development Workshop for project and program plans, prep and post	\$2,500		\$2,500
8	June	Deep Dive Workshop to synthesize goals, strategies and integrate with internal capacities/resources	\$2,500	\$1,300	\$5,800
		Total Phase 2	\$12,000	\$3,650	\$15,650

Task	Timing	Description	Fees	Travel	Total
9	July	Development of high impact strategic measures	\$2,250		\$2,250
10	July	Writing/editing 3 versions of the strategic plan – executive summary, full plan and slide show.	\$7,000		\$7,000
11	August	On-line review of the plan	\$1,500		\$1,500
12	August	Present the plan to the board/staff	\$1,500	\$1,100	\$2,600
		Total Phase 3	\$12,250	\$1,100	\$13,350

Total of Phases 1, 2 and 3

Phase	Description	Fees	Travel	Total
1	Data collection and analysis	\$11,250	\$1,350	\$12,600
2	Community needs assessment	\$12,000	\$3,650	\$15,650
3	Strategic Planning document	\$12,250	\$1,100	\$13,350
	Total	\$35,500	\$6,100	\$41,600

Travel

The travel budget is priced on the following assumptions:

Task 1, 2 and 3: Flight for 1 consultant to Detroit, MI, \$600, rental car for four days, \$300, accommodation for three nights \$450; Total: \$1,350

Task 5: Flight for 2 consultants to Detroit, MI, \$600 x 2, rental car for three days, \$250, accommodation for three nights \$450 x 2, Total: \$2,350

Task 7 and 8: Flight for 1 consultant to Detroit, MI, \$600, rental car for three days, \$250, accommodation for three nights, \$450, Total: \$1,300

Task 12: Flight for 1 consultant to Detroit, MI, \$600, rental car for two days, \$200, accommodation for two nights \$300. Total: \$1,100

Revised Cost Proposal

We are able to provide the strategic planning service to the Branch District Library for a fixed price of \$29,900 including travel.

Phase 1: Data Collection and Analysis

Task	Timing	Description	Fees	Travel	Total
1	April	Kick-off meeting and guided tour	\$1,500	\$1,300	\$2,800
2	April	Information gathering and review, background notes, information supplied by the library	\$1,500		\$1,500
3	April-May	Targeted interviews with 10-12 staff, board and stakeholders	\$1,500		\$1,500
4	May	3 x On-line Surveys – outreach to new partners, strategic plan on-line and community anchor-co-location opportunities	\$2,250		\$2,250
		Total Phase 1	\$6,750	\$1,300	\$8,050

Phase 2: Community Needs Assessment

Task	Timing	Description	Fees	Travel	Total
5	May	4 x board, staff and stakeholders workshop, 1 consultant	\$3,000	\$1,300	\$4,300
6	June	Synthesize data into 6-7 goal areas and develop project concept listing	\$1,500		\$1,500
7	June	Project & program development Workshop for project and program plans, prep and post	\$1,750		\$1,750
8	June	Deep Dive Workshop to synthesize goals, strategies and integrate with internal capacities/resources	\$1,750	\$1,300	\$3,050
		Total Phase 2	\$8,000	\$2,600	\$10,600

Phase 3: Strategic Planning document

Task	Timing	Description	Fees	Travel	Total
9	July	Development of high impact strategic measures	\$2,250		\$2,250
10	July	Writing/editing 3 versions of the strategic plan – executive summary, full plan and slide show.	\$7,000		\$7,000
11	August	On-line review of the plan, including improvements	\$2,000		\$2,000
		Total Phase 3	\$11,250		\$11,250

Total of Phases 1, 2 and 3

Phase	Description	Fees	Travel	Total
1	Data collection and analysis	\$6,750	\$1,300	\$8,050
2	Community needs assessment	\$8,000	\$2,600	\$10,600
3	Strategic Planning document	\$11,250		\$11,250
	Total	\$26,000	\$3,900	\$29,900

Travel

The travel budget is priced on the following assumptions:

Task 1, 2 and 3: Flight for 1 consultant to Detroit, MI, \$600, rental car for three days, \$250, accommodation for three nights \$450; Total: \$1,300

Task 5: Flight for 1 consultant to Detroit, MI, \$600, rental car for three days, \$250, accommodation for three nights \$450, Total: \$1,300

Task 7 and 8: Flight for 1 consultant to Detroit, MI, \$600, rental car for three days, \$250, accommodation for three nights, \$450, Total: \$1,300