

Joyce Hollingsworth of Hollingsworth Consulting

Nonprofit Fees for Consulting and Facilitation Services, Materials & Expenses

Submitted to Co.act Detroit in response to the Activate Fund RFQ

These proposed fees and rates are for this initiative and for the dates outlined: July 2020 – March 2021

PROPOSAL CONTRACT: Joyce Hollingsworth will listen carefully to what the nonprofit client wants to achieve and outline, in the initial conversation a range of options to address them with the costs associated with those options. Hollingsworth is sensitive to budget considerations and can work with clients to come up with solutions that fit the resources available. Once there is mutual verbal understanding of what is needed and the timeframe desired and the consultant's proposed fee is acceptable then Hollingsworth will prepare a written proposal/contract that outlines the services requested as well as the responsibilities of the consultant and the responsibilities of the nonprofit agency that are required for the project to be successful. This proposal will include a line item budget outlining the fee of each phase, major service or deliverable. Once Hollingsworth receives a signed copy of the written proposal/contract from the client along with a 25% upfront installment payment of the total amount of the contract she will begin work and schedule the contracted client events in her calendar and carve out the necessary time to deliver services.

Below are a set of some standard fees for some of Hollingsworth's services.

STRATEGIC PLANNING SESSIONS WITH ALL BOARD AND STAFF

Half Day of strategic planning – consulting fees (consultation, meeting design, agenda preparation, event facilitation, documentation)	\$1700
One day of strategic planning - consulting fees (consultation, meeting design, agenda preparation, event facilitation, documentation)	\$3400
Two days of strategic planning – consulting fees (consultation, meeting design, agenda preparation, event facilitation, documentation)	\$6800

PLANNING SESSION MATERIALS

Printing Custom Designed Poster Size Worksheets for breakout groups to capture and organize their ideas for different parts of strategic planning. Having these makes the day very productive and leads to the production of a user-friendly summary report prepared by Hollingsworth.

Custom Printed Poster Worksheets for:

Half Day Strategic Planning Session	\$150
One Full Day of Strategic Planning	\$300
Two Full Days of Strategic Planning	\$600

Multi-agency Collaboration Custom Printed Posters may be more depending on how many people are attending the event and the number of break-out sessions needed

The client agency is responsible for printing any participant handouts to be used at the session.

STAKEHOLDER INPUT AND FEEDBACK

The fees for stakeholder input depend on the kind of input and feedback (interviews, surveys, focus groups) the number of each kind, the number of questions, type of questions, and whether or not administrative support is available to schedule interviews, focus groups, distribute surveys, collect surveys, tabulate surveys, etc.)

DESIGN/FACILITATION OF MULTI- AGENCY COLLABORATIONS

The consulting fees for strategic planning sessions for the collaboration are the same as above for individual agencies if there are no more than 25 people attending. The consulting fee for these sessions is higher if more than 25-30 people attend and/or there is need to draft a facilitator guide or sub-contract with more professional facilitators to assist with break-out groups. For example, a consulting fee for a one-day collaborative event with 150 people would be \$4000-\$5000. This would include consultation/up front planning meetings with collaboration leaders, meeting design, agenda preparation, review, revisions, approval, facilitation of session, and documentation of the one day session. If there is a scope change during the project then the contract will need to be renegotiated unless agreement can be made as to what existing deliverables from the original contract will be traded off to make room for new ones of equal value.

In addition, a consulting fee would be charged for ongoing collaboration oversight management, periodic consultation to troubleshoot issues and seize opportunities as they arise, and coaching of partners. The amount of the additional consulting fee depends on a number of factors:

- The number of agencies involved in the collaboration
- The number of leaders involved from each agency partner
- Whether or not there is administrative support supplied by one of the agencies
- The number and kind of relevant tools and training sessions the collaboration needs and wants over the course of the project
- The amount of relevant background material the consultant needs to read about the collaboration, each agency partner, relevant reports, media coverage, etc.
- The number of sessions or activities (other than strategic planning) the consultant will be expected to support/design/facilitate.
- The length of the project

The fee for Stakeholder Input and Feedback for multi-agency collaborations depends on factors outlined above under STAKEHOLDER INPUT AND FEEDBACK.

SPACE, A/V, & CATERING COSTS

It is assumed that the client agency will cover space, A/V needs and catering costs for planning sessions and events. Joyce Hollingsworth will work with the client to outline the layout requirements of the space needed to conduct a session to maximize engagement and give breakout groups space

TRAVEL COSTS

Hollingsworth covers all client related local travel cost for herself pro bono as long as it is in metro Detroit.

For travel in the broader Southeast Michigan region and statewide it depends on the length and frequency of meetings in the project whether or not travel is charged at the IRS mileage reimbursement rate.

LODGING AND MEALS

For any projects that involve overnight travel then affordable lodging and meals will be covered for the consultant by the client.

BILLING: Hollingsworth prefers to bill and to receive 25% of the total contract fee upfront at the beginning of the project. This upfront monetary commitment and installment from the client is the signal needed for Hollingsworth to proactively carve out time in her schedule to plan for, facilitate and document events and services outlined in the contract that she has committed to deliver. Afterwards, periodic billing will be issued when major phases of the project have been completed.