# CONSULTING PROPOSAL

Date

Ms. Merry Way

For the Greater Good, Inc. 100 Main

Anywhere, CT 02100

Dear Ms. Way

Thank you for your interest in using Mighty Fine Consulting to assist your agency’s strategic information technology planning. We have extensive experience helping organizations to analyze their information needs, and devising plans for appropriate investment and management of technology. Based upon our discussions, I have attached a proposed contract which includes a detailed project work plan and budget. Based on our preliminary discussions, it reflects an approach I believe would allow us to meet your needs within your requested budget and timeline.

For example, though we have suggested a number of teams be formed in order to ensure appropriate involvement of stakeholders and necessary roles, we have planned for only limited meetings of each team to take place (one for charging the team and one for making decisions). By focusing on providing appropriate written documentation and communication outside of meetings, we minimize time and “process”, but maximize buy-in and results.

However, we could clearly vary the level of participation of stakeholders, management and ourselves (all of which would have an effect upon both the cost and quality of the outcomes). We would be happy to discuss and modify this proposal once you have had a chance to review it.

By way of background, I am attaching a two-page description of Mighty Fine Consulting Group, which includes a listing of recent projects and client references. Should you be interested in proceeding with this project, I would be available to meet with you next week. Should you have any questions about this proposal, please do not hesitate to call me at (860) 999-9999. I look forward to hearing from you.

Sincerely,

## **Mighty Fine Consulting**

### Proposal to Provide Strategic Information Technology Planning (SITP)

**The Need/Goals:** For the Greater Good, Inc (FGG) is well aware of the potential which information technology (IT) provides for furthering its mission, but would like assistance in structuring further investments in IT resources and ensuring proper use and management. This assistance falls into three closely related areas:

1. Developing a strategy for the use of IT to enable its strategic business goals;
2. Identifying opportunities for utilizing technology to extend FGG’s current programs and capitalize on emerging program opportunities; and
3. Developing a strategy for markedly improved ongoing management and utilization of IT.

**Work Process, Products and Timeline:** The attached work plan is an integral part of this proposed contract. It documents the purpose, work process and deliverables for each successive project phase. It also reflects planning assumptions and documents our estimates of consulting hours necessary to complete the work, and the speed at which work would be completed.

We propose that the components of work - summarized on the attached table - be performed over the course of approximately twelve weeks. For each of the five phases of the planning process, we have explained its purpose, commented on intended process and enumerated its deliverables. All work products will be owned by FGG. We have also, based upon our previous discussions, included any assumptions we have made and provided an estimate of both the number of consulting hours and a reasonable date of completion. In accepting this proposal, FGG states that it has reviewed these assumptions, and the process itself, to ensure they are valid and acceptable for its purposes. Of course, adjustments can and should be discussed whenever appropriate.

This contract does not address implementation services. Should FGG require or desire assistance with ongoing implementation, we would recommend that these be defined, planned for and contracted for separately.

### Project Staffing:

MFC Principal Reginald Fine will serve as lead consultant for this project. Discrete tasks may be delegated to MFC Consultant Ruben Emile and/or Millicent Fine.

### Relationship/Fees:

All work is to be performed on an hourly basis at a rate of $125/hr against this agreed-to estimate of hours, and billed monthly. Using the hours estimated above, I estimate billing for this proposal at $6,250-9,375 between now and June 30.

If in any case an overage of more than 10% against the estimated hours is anticipated, it will be brought to FGG’s attention immediately and revised only with your consent. All bills will be payable upon receipt and payment is expected within 30 days (a 1.5% monthly interest charge will be assessed against overdue balances). All checks are payable to Mighty Fine Consulting.