



*PRICE PROPOSAL TO*  
**DuPage County, Illinois**

*TO PROVIDE*  
**Strategic Planning  
Services**

Submitted on January 31, 2023  
in response to RFP 23-024-CB



# 1

## Price

### 1A. FIXED-FEE COSTS BY PHASE

Our proposed fixed-fee cost to complete the County’s desired project is broken down by phase in Table 1. Our costs are based on our experience conducting projects of similar size and scope, and the assumption that satisfying a deliverable is based on the County’s signed acceptance. That said, the County will not incur any additional costs associated with the process of reaching deliverable acceptance.

We will utilize our hybrid methodologies through collaborative planning with the County to limit travel expense to the County. We have been successful in fully-remote—as well as hybrid—approaches to recent comparable projects.

Table 1: Cost by Project Phase

Phase	Cost
<b>Phase 1: Project Initiation and Management</b>	\$14,100
<b>Phase 2: Community Engagement and Strategic Analysis</b>	\$37,200
<b>Phase 3: Strategic Plan Development and Budget Integration</b>	\$20,100
<b>Phase 4: Implementation Planning and Strategic Plan Adoption</b>	\$8,200
<b>Total</b>	<b>\$79,600</b>

# 1B. ADDITIONAL WORK RATE CARD

Table 2 presents a rate card for performing additional work that is not considered part of the main engagement.

Table 2: Additional Work Rate Card

Additional Work	Cost
<p><b>Additional Community Forums:</b> We have included four, two-hour community forums in our proposed work plan. This activity will be for additional community forums beyond what has been budgeted and will be conducted on-site.</p>	<p>\$1,650 per additional community forum</p>
<p><b>Pop-Up Events:</b> This activity will increase participation of underrepresented, disadvantaged, and marginalized community members to support the County’s DEI commitment. Three facilitators will be on-site and dispersed at different locations across the County to further guide strategic planning progress.</p>	<p>\$7,900</p>
<p><b>Implementation Recommendations:</b> This activity will include developing critical success factors for implementation, as well as sharing best practices, establishing a plan and cadence for progress monitoring and reporting, and developing criteria for updating the plan. This activity would take place virtually.</p>	<p>\$2,320</p>
<p><b>Implementation Planning Assistance:</b> This activity will include guiding County staff in the completion of the implementation plan, reviewing work drafted related to this effort, and providing additional guidance to help the County finalize its implementation plan and set it in motion. This activity would take place virtually.</p>	<p>\$2,300</p>
<p><b>Annual Progress Report, Plan Evaluation, and Plan Update Assistance:</b> This activity will include helping County staff analyze the first year of data and preparing a summary report for the County Board and the community. We would also present the annual report to the County Board and facilitate a plan update with the County Board and other leadership. This activity would take place virtually.</p>	<p>\$7,700</p>