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**DRAFT PROPOSAL**

Missoula Public Library Strategic Planning

Scope of Work

* Provide guidance on design and project management of strategic planning process
* Assist in data gathering, synthesis, and analysis
* Facilitate group creative and decision-making processes

Tentative process timeline

**May**

* Develop project plan
* Finalize consulting agreement
* Identify and collect existing data
* Gordy meet with Steering Committee May 26
* Identify community engagement/data gathering needs

**June**

* Business model refinement (current and desired)
* Community engagement and data gathering
* Staff engagement (staff meetings, interviews)
* Identify themes from engagement and data analysis

**July**

* Refine organizational identity
  + Strengths, capacity
  + Mission, vision, values
  + Market awareness (trends, competition, perspectives)
* July 8 event - celebration of achievements + collective sense of purpose (Gordy work with presenter in advance)

**August**

* Develop strategy screen (decision-making criteria)
* Identify and prioritize strategic opportunities
* Develop strategies
* Seek feedback and refine

**September**

* Develop action plan(s)
* Develop evaluation plan
* Develop communication plan

Fee estimates

* Facilitation and meeting hours: 20 @ $100/hour = $2,000
* Advising and prep hours: 50 @ $50/hour = $2,500
* Total: $4,500\*

\*Willing to provide discount to meet budget.