

**Children in Need of Services (CHINS)
Consulting Proposal**

Learn New Mexico, LLC



I. Summary

In order to complete goals toward its mission, CHINS seeks to acquire consultation services and support for accreditation preparation and strategic planning. The work proposed here is to meet that objective.

II. Timetable

ACTIVITY	IMPLEMENTATION TIMELINE		
	May		
NAC https://www.earlylearningleaders.org/accreditation/enroll-self-study/#!for m/SelfStudy	Coordinate and support leadership in preparation for accreditation two times a week for one hour sessions for four weeks.	Help staff utilize self-study/readiness tools for accreditation visit.	Provide follow-up support with questions/needs regarding accreditation preparation.
	TBD		
Facilitation for Strategic Planning/Professional Retreat	Provide support and resources for the planning agenda for 1.5 day professional staff retreat.	Facilitate activities during retreat.	
OPTIONAL (not included in budget)	TBD		
Grant Development/Writing	Develop and write grant proposals.		
OPTIONAL (not included in budget)	TBD		
Program consultation in leadership, best-practices, and technology	Provide supportive resources, instruction, facilitation on-site and off-site to staff		

III. Monthly/Yearly Budget

Estimated Hours/Month	Description of Work	Cost
	Initial consultation and planning	free
8 hours	On-site consultation one hour, two times a week, for four weeks	\$125/hour*
8 hours	<i>Estimated Total</i>	<i>\$1000*</i>
	<i>Taxes (added in monthly @ 8%)</i>	<i>\$80*</i>
	<i>Total per month</i>	<i>\$1080*</i>

**All services are invoiced monthly at an accurate hourly rate. These are estimates for budgeting purposes.*

Estimated Hours/Month	Description of Work	Cost
	Initial consultation and planning	free
2 hours	Meet and plan professional staff retreat agenda with ED	\$125/hour*
3 hours	Develop materials and facilitation delivery module for retreat	\$125/hour*
8 hours	Deliverables - facilitation at retreat	\$125/hour*
13 hours	<i>Estimated Total</i>	<i>\$1625*</i>
	<i>Taxes (added in monthly @ 8%)</i>	<i>\$130*</i>
	<i>Total per month (average)</i>	<i>\$1755*</i>
	<i>TOTAL for all activities</i>	<i>\$2835*</i>

**All services are invoiced monthly at an accurate hourly rate. These are estimates for budgeting purposes.*

IV. Key Personnel

Role	Name:	Phone:	Email:
Client	CHINS		
Team Member 1	Nancy Hudson, Executive Director	575-642-0147	nancyjinm@msn.com
Consultant	Michelle Perry Learn New Mexico, LLC	575-937-5991	michelle@learnnewmexico.com

V. Getting Started with Next Steps

1. Decide which activities for which you would like my consultation.
2. Negotiate time commitment.
3. Create an agreement upon job duties, expectations, invoicing procedure, and payment schedule.