

January 28, 2013

The Honorable Daniel McLaughlin, Village President
Paul Grimes, Village Manager
Village of Orland Park
14700 S. Ravinia Ave.
Orland Park, IL 60462

Village Manager's Office

JAN 29 2013

VILLAGE OF ORLAND PARK

Dear Dan and Paul:

Thank you for taking the time to meet with me last week to further discuss what you are interested in accomplishing by developing a strategic plan for the Village of Orland Park. I now believe I have a thorough understanding of your goals.

SmithBucklin Consulting Services is pleased to present the following proposal to the Village of Orland Park for the engagement of consulting services:

Scope of Service

To plan and facilitate a strategic planning process for the Village of Orland Park in the spring, 2013 timeframe. The objectives of the process are:

1. To identify the 2-5 strategic initiatives which will be achieved during the next 3 – 5 years which will have the greatest impact on the Village of Orland Park and your citizens;
2. To assist in the development of a strategic plan for Village of Orland Park, based upon those initiatives.
3. To engage the members of the Village Trustees, key Village staff and other community leaders in the process.

Plan of Work

1. To provide advice to the Village President and Village Manager on the makeup of the group of people to participate in a strategic planning process for Orland Park.
2. To provide advice to the Village President and Village Manager in the planning of a strategic planning meeting.
3. To conduct a written survey among all invited participants in the strategic planning process using a questionnaire approved by the Village President and Village Manager

with such surveys to be completed and returned approximately one month prior to the strategic planning meeting.

4. To conduct a written survey among all Orland Park department leaders using a questionnaire approved by the Village President and Village Manager with such surveys to be completed and returned approximately one month prior to the strategic planning meeting.
5. To prepare and distribute a report which summarizes the written survey responses with such a report to be distributed approximately two weeks prior to the strategic planning meeting.
6. To develop a "facilitation plan" for the meeting, including an agenda, and to facilitate the strategic planning meeting on the selected date.
7. To develop a final report of the discussions that take place during the strategic planning meeting, as well as recommended next steps for delivery to the Village President and Village Manager within two weeks of the strategic planning meeting.

Costs

For a project of this scope, we would normally propose a fee of approximately \$12,000. But, because there is no travel involved, and based upon our previous work with the two of you as well Village Trustees, we are proposing a fee of \$8,250, inclusive of the cost related to the attendance of meeting, copying, telephone, etc.

Dan and Paul, SmithBucklin Consulting Services hopes our proposal is acceptable. If it is, please sign and return a copy of this agreement to me at your earliest convenience.

We look forward to working with you and the Village of Orland Park on this project.

Sincerely,

Mark O. Thorsby, CAE
Vice President, Consulting Services

Accepted by:

Signature

Date



Mark O. Thorsby

Vice President, Consulting Services

Mark Thorsby is responsible for providing effective guidance and leadership to organizations that are creating strategic plans, examining governance structures and cultures, defining relationships between organizations and their constituents and evaluating organizational effectiveness.

Mark is a subject matter expert in the field of governance, leadership development and strategic planning/thinking. He is an experienced senior association professional and is a polished, professional facilitator and presenter. In addition to his practical experience in the field, Mark has made a significant personal commitment to the study and the teaching of volunteer organization leadership and strategy development. He provides his audiences with the benefits of his theory research combined with the day-to-day practical experience of association management.

Mark's entire 38-year career has been spent in the not-for-profit sector. He has managed, provided services to and consulted with a wide variety of trade associations, professional and medical societies, foundations and other not-for-profit organizations. He has served as the chief staff executive for seven such organizations including the International Business Brokers Association where he currently serves as President. Mark joined SmithBucklin in 1994.

In addition to his professional responsibilities, Mark also has served on the boards of directors and as an officer of more than two dozen organizations. His view from the volunteer perspective makes him a valuable consultant to the not-for-profit community. His service as a volunteer spans both private and public organizations, from Rotary Club to convention and visitors bureau to elected city council member.

Mark has earned the Certified Association Executive (CAE) designation, which is awarded to fewer than five percent of association management professionals. He holds a Bachelor of Arts from Albion College in Albion, Michigan.

SmithBucklin Consulting Services

Client Listing

Academy of Osseointegration
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
Alliance of the American Dental Association
Alpha Sigma Phi Fraternity
American Academy of Cosmetic Surgery
American Academy of Esthetic Dentistry
American Association of Cardiovascular and Pulmonary Rehabilitation*
American Association of Legal Nurse Consultants*
American Bearing Manufacturers Association*
American College of Oral Maxiofacial Surgeons*
Association of Meeting Professionals
American Association of Nurse Life Care Planners
American Health and Beauty Aids Institute
American Ladder Institute*
Americas' SAP Users' Group
American Society for Bone and Mineral Research*
American Society of Hand Therapists
American Society of Home Inspectors
American Society for Dermatologic Surgery
American Society for the Surgery of Trauma
American Spice Trade Association
Assistive Technology Industry Association*
Association of Directory Publishers
Association of Fundraising Professionals
Association of Independent Trust Companies
Association of Information Technology Professionals*
Association of Physician Assistants in Cardiovascular Surgery
Association of Professional Chaplains
Association of Steel Distributors*
Battery Council International*
BEMA
Bowling Proprietors' Association of America
Building Service Contractors Association International*
COE*
Center for Exhibition Industry Research
Chicago Estate Planning Council*
Children's Home Society of Florida (Southeast Division)
Clinical Laboratory Management Association*
Delta Sigma Phi Fraternity
Dental Assisting National Board
DePaul University Business and Technology Alumni Group
Engine Manufacturers Association
Fraternal Congress of the Americas
Fraternity Executives Association
Financial and Insurance Conference Planners*
Genetic Counseling Foundation

Grove Dental Associates
Human Resources Management Association of Chicago
Financial and Insurance Conference Planners*
Health Industry Supply Chain Institute*
Helping Hand Center
Illinois Casino Gaming Association
Information User Association
InSight*
Institute for Credentialing Excellence*
Institute of Management Consultants*
Insulated Glass Manufacturer's Alliance
International Avaya Users Group*
International Bone and Mineral Society*
International Business Brokers Association
International Customer Service Association
International DB2 Users Group*
International Formalwear Association
International Nortel Networks Users Association
International Oracle User's Group*
International Reprographic Association
International Sculpture Center
International Society of Diversity and Inclusion Professionals
International Society of Hair Restoration Surgery
International Society for the Study of Xenobiology*
International Society for Transportation Aircraft Traders*
International Society for Transportation Aircraft Traders Foundation
International Special Events Foundation*
International Special Events Society*
International Tandem Users Group*
Lamaze International*
Legal Marketing Association*
Midwest Horticultural Trade Show*
Monument Builders of North America
Museum Trustees Association
National Association of African Americans in Human Resources – Chicago Chapter
National Association for County Community and Economic Development*
National Association of Floor Covering Distributors*
National Association of Health Access Management*
National Association of Independent Fee Appraisers*
National Association of Mutual Insurance Companies
National Association of Medical Staff Services*
National Association of Orthopaedic Nurses*
National Association of Orthopedic Nurses Foundation
National Building Materials Distributors Association*
National Cosmetology Association
National Fastener Distributors Association
National Foundation for Advancement in the Arts
National Lumber & Building Materials Distributors Association*
National Institute of Pension Administrators*
National Oil Recyclers Association
National Paper Trade Association*
National Society of Genetic Counselors*

National Structured Settlements Association
Northwestern University Department of Genetic Counseling
Ohio State University Department of Human Genetics
Pedorthic Footwear Association
Pi Kappa Alpha Fraternity
Plumbing Contractors Association of Chicago and Cook County
Plumbing Heating Cooling Contractors Association
Print Services Distributors Association*
Product Development and Management Association*
Professional Association of SQL Servers
Professional Convention Management Association
Professional Paddlesports Association
Regional Airline Association*
River North Chicago Dance Company
SHARE, Inc*
Special Care Dentistry Association*
Society of Gastroenterological Nurses and Associates*
Society of Gynecologic Oncology
Society of Incentive & Travel Executives*
Society for Information Management
Southern Thoracic Surgical Association
Southwestern Surgical Congress
The International Forum*
The Link School for Performing Arts
The Peach Club
The Hair Foundation
United Soybean Board*
University of California – Irvine Hospital, Surgery Department
University of Texas Genetic Counseling Program
Village of Orland Park, Illinois
Wallcoverings Association*
Window and Door Manufacturing Association*
World Airline Entertainment Association
World Conference on Interventional Oncology

* SmithBucklin Full Service Client