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May 13, 2015

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

Dear Dan and Paul:

Thank you for the opportunity to again work with you and the Orland Park Village Trustees in revising your strategic plan. As a follow up to our conversation a few weeks ago, SmithBucklin Consulting 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 on June 20, 2015. 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 revising the current strategic plan of the 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 three weeks prior to the strategic planning meeting.

4. 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.
5. To develop a “facilitation plan” for the meeting, including an agenda, and to facilitate the strategic planning meeting on the selected date.
6. 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 \$11,500. But, because there is no travel involved, and based upon our previous work with the two of you as well as the Village Trustees, we are proposing a fee of \$6,950, inclusive of the cost related to the attendance of meeting, copying, telephone, etc.

Dan and Paul, SmithBucklin Consulting 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