

Cost Estimate

KAI is proposing a fixed price quotation to facilitate the August 15-16, 2019 board retreat. The first day KAI will be facilitating 32 administrators, directors, and school board members and the second day facilitating nine school board members and the superintendent in Browning, MT, for a total cost estimate of \$12,272 (including labor and other direct costs) as follows:

- Labor support of 92 hours for facilitation preparation, travel, onsite facilitation, onsite notetaker, and final strategic plan with one round of edits estimated at \$10,407.
- Other direct costs for travel, copy and teleconference costs estimated at \$1,865.

Item	Description	Price
Labor	<ul style="list-style-type: none"> • 30 hours prep and travel • 32 hours onsite facilitation and notetaking of meeting, and • 30 hours final report 	\$10,407
Travel, Copying and Printing, and Teleconferences	<ul style="list-style-type: none"> • Travel for 2 KAI staff, 4 per diem days, 3 nights lodging, and ground travel/car rental. • Copying up to 200 black and white pages to review, handouts for meeting, and to process travel. • Teleconferences of 1 kick off meeting and 1 planning call with up to 4 lines for 60 minutes each. 	\$1,865
Total Costs		\$12,272

PROPRIETARY

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Browning Public Schools, Strategic Planning Facilitation Kauffman & Associates, Inc. - Budget		Task 1: 2-Day Facilitation with School Officials		Task 2: Development of Strategic Plan		Total Costs	
Kauffman & Associates, Inc. Labor Category	MFC Rate	Hours	Cost	Hours	Cost	Hours	Cost
Management/Evaluation Team							
Facilitator	\$156.98	36	\$ 5,651	4	\$ 628	40	\$ 6,279
Project Support	\$ 80.50	26	\$ 2,093	20	\$ 1,610	46	\$ 3,703
Communications Team							
Graphic Design	\$ 70.79	0	\$ -	4	\$ 283	4	\$ 283
Editor	\$ 70.79	0	\$ -	2	\$ 142	2	\$ 142
Total Labor Costs		62	\$ 7,744	30	\$ 2,663	92	\$10,407
Other Direct Costs							
		Unit		Unit	Amount	Unit	Amount
Travel			\$ 1,742				\$ 1,742
Teleconferences			\$ 24				\$ 24
Copying and Printing			\$ 10				\$ 10
Total Other Direct Costs			\$ 1,776		\$ -		\$ 1,776
(MHC)	5%		\$ 89		\$ -		\$ 89
Total ODCs + MHC			\$ 1,865		\$ -		\$ 1,865
Total Labor Costs			\$ 7,744		\$ 2,663		\$ 10,407
TOTAL CONTRACT COSTS			\$ 9,609		\$ 2,663		\$ 12,272

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**Browning Public Schools, Strategic Planning Facilitation
Kauffman & Associates, Inc. - Budget**

Business Proposal: Detailed Breakdown of Other Direct Costs

Task	Other Direct Costs	Description	Units	Quantity	Rate	Sub Total	Task Total
Task 1: 2-Day Facilitation with School Officials							
Task	Travel	See Travel Detail				1,742.00	
Task	Teleconferences	2 planning conference calls with up to 4 lines for 60 minutes each @ \$.05 per minute/per line	2	240	0.05	24.00	
Task	Copying and Printing	Copying 200 black and white pages for materials and processing travel	1	200	0.05	10.00	1,776
Task 2: Development of Strategic Plan							
Task		No other direct costs				-	
TOTAL							1,776

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Detail - Travel Costs

Purpose	Destination	Duration		Number of People		Car Rental	Ground Travel*	Lodging**	Meals		Total
		Nights/ Ldg p.d.	Days/ Meal p.d.	KAI	Other				Travel Days	Full Days	
						\$105	\$150				
Task 1: 2-Day Facilitation with School Officials											
	Browning, MT	3	4	2		420	300	637	165	220	1,742
		\$94	\$55						2	2	
Travel Total				2	-	420	300	637	165	220	1,742

*Ground travel includes airport parking, mileage, taxi/shuttle, metro.

**Lodging at federal per diem for location plus estimated 13% hotel tax applied to per diem rate.