

Migrant Clinicians Network

Engagement Overview

This engagement will focus on providing support to the Migrant Clinicians Network (MCN) during the process of creating a strategically aligned approach to technology by engaging in a technology planning process.

Engagement Objectives

- Provide project management functions and guidance for staff through the planning process

Engagement Deliverables

- Educational materials on effective technology management
- Meetings with staff to share knowledge of the process, excellent practices, common challenges and strategies for success
- Customized version of the technology plan outline and roadmap tools used to guide the process
- No other specific deliverables are currently defined for this engagement. It is expected that some of the advice and feedback provided will be in written form

MCN Responsibilities

- To contain costs, MCN will be responsible for committing to an amount of staff hours at least equal and likely greater than the number of hours described in the following scope of work

Scope of Work

This sample work plan is a road map to help guide planning and set expectations. It is an estimate only, so actual billing may not match the estimates. Notice will be provided if work deviates more than 20% from estimates. Acceptance of this agreement is not a commitment for the full amount; work is only done as requested by MCN.

Billing on this engagement is not to exceed \$XX without express written approval from MCN.

Description	Hours
<i>Phase 1: Discovery</i>	
<ul style="list-style-type: none"> • Review relevant documents related to technology planning including strategic other plans including fundraising, communications and existing technology plans 	2
<ul style="list-style-type: none"> • Based on research, create customized process, plan meetings and customize tools as needed 	4
<i>Phase 2: Education and Goal Setting</i>	
<ul style="list-style-type: none"> • Conduct meeting with MCN project management team to discuss process, tools, team, initial steps 	2
<ul style="list-style-type: none"> • Preparation for one 90-minute education session for all interested MCN stakeholders about the process, goals, culture, change management and ways to support success 	4
<ul style="list-style-type: none"> • Conduct education session and facilitate discussion on process related topics 	2
<ul style="list-style-type: none"> • Work with MCN project management team to initiate planning process, provide guidance and advice on initial steps 	6
<ul style="list-style-type: none"> • Review materials produced as requested including vision, goals, logic models, audits, etc. 	6

Scope of Work (cont'd)

Description	Hours
<i>Phase 3: Implementation Guidance (Estimate based on six month process)</i>	18
<ul style="list-style-type: none"> • Prepare for, facilitate and provide follow-up on monthly one-hour meetings with MCN project management team to check in on progress, challenges, strategies, tactics, etc. 	12
<ul style="list-style-type: none"> • Guide and support staff on following the implementation roadmap as requested, up to one hour per month 	6
<i>Phase 4: Sustainability</i>	6
<ul style="list-style-type: none"> • Preparation for one 90-minute facilitated discussion for all interested MCN stakeholders to review the process, report on changes, set the stage for sustainability 	4
<ul style="list-style-type: none"> • Facilitate 90-minute facilitated discussion on plan-related topics including changes in organizational culture and sustainability 	2
Estimated Total Hours	50
Subtotal @ \$175/hour	\$8,750
Expenses including mileage reimbursement and training materials	\$td
Total	\$8,750

Costs

My goal is to keep costs at a minimum and I will do so whenever possible. I am familiar with a wide range of nonprofit resources and will connect MCN with those resources whenever appropriate.

Consultant work will be billed at the hourly rate of \$175 plus expenses, pro-rated in fifteen-minute increments. Phone calls lasting less than three minutes or emails that can be answered in less than three sentences will not incur a charge, but any communications over this amount is billed in fifteen-minute increments.

Travel time within the nine-county San Francisco Bay Area is billed at the IRS mileage rate, plus any related travel expenses. An estimate for mileage and extra expenses is included in the Scope of Work and any expenses above that will require approval by MCN. Upon prior notification and MCN approval, overtime hours (more than 8 hours per day or after 6:00 pm local time) and any weekend hours are charged at 1.5 times the quoted rates.

Out-of-Pocket Expenses

Consulting fees do not include expenses for telecommunications, shipping or other out-of-pocket expenses. *Ad hoc* expenses beyond travel and training materials will be billed as they are incurred and are not estimated. MCN will be notified prior to expenditures over \$100. To process these added costs, an administrative fee of 15% is applied to all out-of-pocket expenses. The administrative fee's function is to encourage the client to directly incur such expenses, thereby avoiding the fees.

Payment Terms

An initial deposit of \$700 is required to commence work. The deposit will be shown as a credit on the initial monthly invoices. All hours, materials and expenses will be billed monthly, and are to be paid within 30 days.

Note: Accounts receivable past due will be charged 1.5% per month. Delinquent interim payments past due 30 days will automatically suspend deliverables outlined herein.