Wisconsin Public Library System Redesign
Project Administrative Support

Final Phase Proposal
April 1, 2018 through completion (approximately August 2018)
Final Phase Project Administrative Support Activities

WiLS will coordinate and fulfill the following project administrative support duties and activities:

1. **Recurring Communication Activities**
   a. Keep website up-to-date by adding content to pages created through Phase 3. This does not include creating new web pages or forms.
   b. Maintain communication channels and send out communications to channels as instructed.
   c. Retain project documentation as needed for state record keeping.
   d. Respond to questions from the community regarding administrative support duties.
   e. Forward questions and other requests from the community to the Steering Committee.
   f. Schedule virtual meetings with system directors, remotely attend meeting to run GoToMeeting and record the meeting.

   **Total = $3,600.00 per month** (48 hours x $75.00)
   April 2018 through August 2018 = $18,000.00

2. **Recurring Monthly Steering Meeting Activities**
   a. Manage logistics for one 1.5-hour virtual Steering Committee business meeting each month. This includes scheduling dates, remotely attending meeting to run GoToMeeting, recording the meeting, and transcribing minutes after the meeting for committee review and approval.

   **Total = $375.00 per month** (5 hours x $75.00)
   April 2018 through August 2018 = $1,875.00

3. **Other Recurring Activities**
   a. Coordinate with Steering Committee leadership to manage committee tasks and activities, including communication with Steering leadership, keeping a Google spreadsheet activity tracker up-to-date, creating calendar invites to committee members as needed, and communicating with the full committee as needed.

   **Total = $750.00 per month** (10 hours x $75.00)
   April 2018 through August 2018 = $3,750.00

4. **Scheduled One-Time Activities**
   a. April 10 Virtual Q&A session regarding workgroup reports. WiLS will schedule, promote and run this session. In addition, in conjunction with Steering Committee leadership, WiLS will develop session content and participate in the session as appropriate.

   **Total = $450.00** (6 hours x $75.00)

   b. April 12 & 13, 2018 Steering Committee Retreat to discuss workgroup recommendations.
i. Coordinate and manage all logistics including securing a location, reserving meeting and hotel rooms, planning all meals, and managing all fiscal accounting for retreat expenses.

ii. Develop an agenda for the 2 meeting days.

iii. Attend and facilitate 2 meeting days.

iv. Draft outcome document from the retreat.

**Total = $8,580.00**

- Logistics planning: 24 hours x $75.00 = $1,800
- Prep, facilitation and documentation (3 people attending): 84 hours x $75.00 = $6,300.00
- Project manager travel expenses = $780.00

c. April 27, 2018 Steering Committee and Core Recommendation Collaborator Virtual Meeting.
   i. Remotely attend meeting to run GoToMeeting and record the meeting.

   **Total = $225.00** (3 hours x $75.00)

d. May 18, 2018 Steering Committee and Core Recommendation Collaborator In-Person Meeting.
   i. Coordinate and manage all logistics including securing a location, reserving meeting room, planning all meals, and managing all fiscal accounting for meeting expenses.

   **Total = $1,350.00** (18 hours x $75.00)

e. June 8, 2018 Steering Committee and Core Recommendation Collaborator In-person Meeting.
   i. Coordinate and manage all logistics including securing a location, reserving meeting room, planning all meals, and managing all fiscal accounting for meeting expenses.

   **Total = $1,350.00** (18 hours x $75.00)

f. July 30 & 31, 2018 Steering Committee and Large Collaborator Group Meeting.
   i. Coordinate and manage all logistics including securing a location, reserving meeting and hotel rooms, planning all meals, and managing all fiscal accounting for retreat expenses.

   **Total = $2,250.00** (30 hours x $75.00)

5. **Other Miscellaneous Activities**

   a. Workgroup Report Community Comment Period
      i. WiLS will develop a form for comments from the community regarding the workgroup recommendation report and compile the comments received to be provided to the Steering Committee.

      **Total = $1,200.00** (16 hours x $75.00)
b. Preliminary Structure Framework Community Comment Period  
   i. WiLS will develop a form for comments from the community regarding the preliminary structure framework and compile the comments received to be provided to the Steering Committee.

   **Total = $1,200.00** (16 hours x $75.00)

c. Project close out  
   i. WiLS will organize project documentation per instructions from DPI and the Steering Committee for delivery to DPI. This work will be performed on an hourly basis at a rate of $75.00.

   **Maximum of $6,000.00** (not to exceed 80 hours)

d. Various activities as requested  
   i. WiLS will provide services as requested per the final phase roles document approved by the Steering Committee. This work will be performed on an hourly basis at a rate of $75.00. This includes activities not described above, such as:
      a. Creating and delivering any educational materials to the Steering Committee and recommendation collaborators after April 1, 2018.
      b. Performing research.
      c. Compiling data from project data and information previously gathered during the workgroup process.
      d. Attending meetings or delivering presentations as requested regarding workgroup report/process.

   ii. Activities listed in 5d will need to be done within a mutually agreed-upon timeline and must be scheduled in advance.

   **Maximum of $7,500.00** (not to exceed 100 hours)

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**Final Phase Costs**

1. Recurring Monthly Communication Activities - $18,000 for 5 months  
2. Recurring Monthly Steering Meeting Activities - $1,875.00 for 5 months  
3. Other Recurring Monthly Activities - $3,750.00 for 5 months  
4. Scheduled One-Time Activities - $14,205.00  
5. Other Miscellaneous Activities - $2,400.00 plus up to $13,500 on an as requested hourly basis.

**Total: $40,230.00 plus up to $13,500 on an as requested hourly basis.**