next level partnership proposal
for City of Freeport – strategic planning

overview

next level is excited to offer a partnership proposal to the City of Freeport (the City) for strategic planning exploration. This project will help the Mayor, City Council and City staff identify vision, mission and goals for the City of Freeport as well as introduce Results Based Accountability principles.

the objective

- develop vision, mission and goals for the City of Freeport
- engage Mayor, City Council, City Manager, Department Mangers and possibly community stakeholders in the planning process
- introduce Results Based Accountability principles
- facilitate the development of a strategic plan for the City of Freeport for adoption by the City Council

partnership strategy

Our strategy is to be a partner with the City of Freeport. We will listen, gather information and ideas; and help you identify desired results, progress indicators, and strategies. We will provide coordination, facilitation, and project management support, along with regular communication so you know where the project stands, without having to do all the work. We foster partnerships and leverage resources and expertise to reach your objectives.

We believe good people working together with good process can make great things happen.

Proposal

The City has recently adopted a City Manager form of government and has identified the need for an updated strategic plan for the community.

what we will do

next level will facilitate a strategic planning process with the Mayor, City Council, City Manager, and Department Managers. Key steps in the process include:

	Description
Management team input	department overview / input document and management team workshop; introduction to results based accountability principles

Mayor / Council planning	1-on-1 sessions with Mayor and Council members as well as City manager and a 1.5-day work session; introduction to results based accountability principles
draft strategic plan	assemble draft document and review at City Council work session
present plan for adoption	assist with development of final document; attend and support plan adoption at City Council meeting

what we need

the following materials / support have been identified at this time to be supplied by the City of Freeport for this pilot project. For next level to meet project milestones, this material must be supplied on schedule.

Materials / support to be supplied by the City of Freeport	Due Date*
existing strategic plan	Sep. 8, 2017
list of department managers, mayor / city council members, stakeholders and any other participants who are to be included in the process	Sep 8, 2017
full participation by Mayor, City Council and staff as outlined in planning process / timeline document	as needed

results

our partnership with the City of Freeport for this pilot project will:

- develop vision, mission and goals for the City of Freeport
- engage Mayor, City Council, City Manager, Department Mangers and possibly community stakeholders in the planning process
- introduce Results Based Accountability principles
- facilitate the development of a strategic plan for the City of Freeport for adoption by the City Council

investment

facilitate and assemble input from department overview / input documents	
1 day in person planning session with department managers / staff	
nine 1-on-1 meetings with mayor / council / city manager (2 sets of sessions in Freeport)	
2 days off-site with mayor / council / city manager	
development of 2 drafts and final strategic plan document	
support of presentation / adoption at Council meeting	
Total (includes travel and materials)	**$6,950**

We look forward to working with the City of Freeport. If you have questions on this proposal, feel free to contact Eric at your convenience by email at ericdregne@outlook.com or by phone at 815-281-0061. We will be in touch with you to arrange a follow-up conversation about the proposal.

Thank you for your consideration,

eric dregne, *owner*

next level partners for big ideas

next level partnership agreement

Between the City of Freeport (the City), and next level;
the parties agree to the following:

I. **Scope of Work:** All work as outlined and selected in the attached proposal.

II. **Term:** The Services of next level shall commence as soon as possible following the acceptance of the proposal and signing of the services agreement. The term of this agreement shall be for the time specified in the proposal, and is dependent upon the scope of services selected.

III. **Cancellation:** Should the City cancel this contract, or a specific scheduled service without 7 days' notice prior to agreed-upon timelines, next level will charge the City for the scheduled services.

IV. **Billing and Payment:** An invoice for services will be submitted, payable in full within 15 days of invoice date. First payment (50%) is due upon signing this agreement, remainder upon completion of the project.

V. **Standards of Performance.** next level agrees to exercise independent judgment and to perform the services provided for under this Agreement with due diligence and within such standards of care as established by prevailing standards and practices for such services. The City understands and acknowledges, however, that next level cannot and does not guarantee any specific result as a consequence of our efforts and next level shall have no liability to the City or to any third party for any failure to achieve a desired result in connection with the Project so long as next level has performed the services provided for under the Agreement with due diligence and within such standards of care as established by prevailing standards and practices for such services within the Consultant's profession.

VI. **The City Responsibilities.** The City will cooperate with next level by providing on a timely basis all documents, records, reports, studies, analyses, and any other information as may be requested from time to time. In addition, the City will make the time and services of its employees, agents and independent contractors available as may be reasonably necessary and when requested.

VII. **Termination:** Following the initial term, the City or next level may terminate this Agreement by providing notification in writing stating that said Agreement is being terminated. The City is responsible for all fees due next level until such written termination is received and next level is responsible for any credits or refunds due to the City.

VIII. **Acceptance:** Authorized signatures below indicate acceptance by the City and next level of this agreement. Emails accepting terms of contract will be considered binding.

Lowell Crow, *City Manager*
City of Freeport

_____
Date

Eric Dregne, *owner*
next level

9/2/2017
Date