GWB Professional Services

5813 Piping Rock Rd.
Madison, WI 53711

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Proposed Scope of Services

Task Order # 12

Innovation Center Project Development

Proposal Date 6/4/2021

Item	Description	Hours	Rate	Total
Grant Application	Prepare an application to the UniverCity Year program for projects related to the Innovation Center and Stoughton's economic development program. Coordinate with the UniverCity Year program, the City, SASD and major local employers to refine, select and implement the UniverCity projects.	30	150.00	4,500.00
Grant Application	Develop a proposal to the Targeted Industry grant program in coordination with Dane County, major local employers and regional workforce and economic development agencies focused on the Innovation Center and Lifelong Learning Network..	80	150.00	12,000.00
Program Administration	Assist with establishing the organization to develop and manage the Innovation Center, working with the SASD, City, and major local employers. The goal is to have the organization in place by August when the EDA grant awards are expected to be announced.	20	150.00	3,000.00
Program Administration	Respond to questions from EDA related to the City's grant application and coordinate with the City, SASD and major local employers regarding responses. Advise the City on administering a successful grant award and coordinate with the City, EDA and partners regarding goals, schedules and performance objectives. Assist the City with preparing periodic reports to the EDA on grant performance. Assist the City with resolving any issues with EDA related to the grant.	30	150.00	4,500.00

The proposed scope of services described above is an estimate based upon current knowledge about issues and projects. The scope may change in response to changing circumstances. The RDA shall approve all changes in scope.

Fees will be billed monthly at the rate of $4,000 per month for the period June 1, 2021 through December 31, 2021. At the end of this period the scope, fee and funding will be re-assessed and a new agreement for a revised scope of services will be prepared.

This proposal is a time and expense estimate good for 90 days from Proposal Date.

Client Approval:

Gary W. Becker
GWB Professional Services

Signature _____

Date: _____

Total $24,000.00