



November 11, 2013

PROPOSAL TO MADISON COUNTY FOUNDATION for

Economic Development Strategy Implementation Assistance

This document outlines the scope of services and budget for implementation assistance by TaimERICA Management Company for the second year of the Strategic Economic Development Plan for Madison County.

Project Objective:

The project has three related objectives:

- 1). Institutionalize the Transformation Team process in Madison County so that stakeholders can maintain the process without outside assistance by the end of 2014;
- 2). Restructure the Transformation Team to better achieve Goal #1 in the strategic plan;
- 3). Restructure the Strategic Plan Health Care Sub-Committee by merging the leadership and members of the existing Health Care Sub-Committee with any existing Madison County Health Care Committees and by identifying specific projects and tasks for the combined Madison County Healthcare Team to accomplish in 2014 and 2015.

Project Tasks and Subtasks

TaimERICA will provide guidance and assistance to the client organizations in accomplishing these objectives. The specific services we will provide are:

- Assist subcommittee chairs and Foundation staff in collecting agenda items for bi-monthly meetings.
 - Assist in preparing agendas for subcommittee and for Transformation Team meetings
 - Work with Madison Foundation staff to record minutes of actions and prepare reports
 - Attend first series of committee meetings in 2014
 - Meet with leadership of combined Health Care Committee and Business League Health Committee to develop mission statement and to identify projects for committee in 2014 and 2015.
- Meet with clients during first visit in 2014 to develop list of members of expanded Transformation Team.
- Assist Foundation staff in developing agendas for Transformation Team meetings.



- Attend up to 6 meetings of the Transformation Team. The first two meetings in person and the remainder via GotoMeeting technology.
- Assistance to Foundation staff with the Quarterly gathering of key performance measures and other data collection

PROJECT BUDGET AND BILLING

Our budget for these services is \$18,000 plus reimbursement of expenses. Expenses that are anticipated are travel and lodging in Madison to attend the meetings of the Subcommittees. We do not expect travel expenses to exceed \$4,000.

Payment will consist of 6 payments of \$3,000/each invoiced on the first days of Feb, April, June, August, October and December, 2014. Expenses will be prorated among the 3 parties to the contract in Madison County. The first two payments for professional services will be paid by MCEDA, the second two by the Madison Foundation and the final 2 by the Madison County Board of Supervisors. Expenses under the project will be prorated into thirds and invoiced to each of the 3 signatories to the contract from Madison County.

By: MADISON COUNTY BOARD OF SUPERVISORS (CLIENT)

Gerald Steen, President

Madison County Board of Supervisors

Date

By: MADISON COUNTY FOUNDATION (CLIENT)

Gail Pittman, Chairman

Madison County Foundation

Date

By: MADISON COUNTY ECONOMIC DEVELOPMENT AUTHORITY (CLIENT)

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TAIMERICA
MANAGEMENT COMPANY

Tim Coursey, Executive Director

Madison County Economic Development Authority

Date

By: TAIMERICA (CONTRACTOR)

Ed Bee, President

TaimERICA Management Company

Date