



CONSULTING INFORMATION

Fees:

- Standard consulting fees are:
 - \$1,000 per day (8 hours)
 - \$600 per half day (4 hours)
 - \$175 per hour
- However, the consultant generally contracts with organizations for a specific project. The process for arriving at a project fee is:
 - Consultant and the non-profit principal review the work to be accomplished (no fee)
 - Consultant presents a proposal to the non-profit principal. This proposal will project a range of hours that will be required to fulfill the project, the types of activities that will be included in the project, project deliverables and a proposed project fee.
 - The final proposal will be presented as a Memorandum of Understanding with both the consultant and the non-profit principal as co-signatories.
 - Depending on the length of the project, the fee is typically paid in two installments: mid-way and after project completion. Failure by the client to reimburse the consultant within 30 days of billing can result in a 5%-10% penalty fee.
- Other expenses:
 - If the project or consultancy requires considerable travel and/or project costs (supplies, etc.) mileage and/or supply costs might be included in the final agreement.
 - For out-of-town projects/consulting:
 - Travel costs (coach air fare) and/or mileage (federal mileage rate)
 - Lodging costs (depending on market, \$90-\$150 per night)
 - Meals (maximum of \$30 per day)
 - Receipts will accompany billing

Confidentiality:

It is critically important that any information gleaned by the consultant during the course of the project be treated as confidential. Such information will include conversations, documents, and consultant observations. Accompanying the Memorandum of Understanding noted above will be a Confidentiality Agreement signed by the consultant.

Ethics:

During the course of a consulting project, the consultant may become aware of a situation(s) that raises ethical questions. If this occurs:

- the consultant will request an immediate meeting with the non-profit staff leader and board leader,
- the consultant will outline their concerns,
- if the client cannot either satisfactorily explain the ethical concerns and/or will not address those concerns, the project will be terminated immediately, and,
- if this concern is raised in the first half of the project, the consultant will receive 50% of the project fee; if this concern is raised in the second half of the project, the consultant will receive 75% of the project fee.

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