



An Employee Owned Company

Date: November 18, 2009
To: Victoria Clark
From: Dan Rosenberg
Subject: Proposal Outline - Bitterroot College Program Needs Assessment

Victoria,

I am pleased to submit the following proposal to provide assistance to the Bitterroot College Program.

With the myriad day-to-day responsibilities facing you, Maas Companies' wealth of educational master planning expertise can help enhance and expedite your planning process. Since it is the responsibility of the Bitterroot College Program Steering Committee to produce the academic plan and needs and resources assessment, the plan must be your own. It can not, and should not, be written by an outside entity. We see this as a "staff augmentation" project. Maas Companies can provide planning and technical expertise in areas that require specialized data or expertise that will assist your group in producing a comprehensive and timely report.

With this in mind, we have developed a proposed scope of work that follows. Understanding that you and the committee will be doing much of the planning work, the proposal includes itemized costs so that you can pick and choose any or all of the services proposed. Of course, if there are other areas in which we can provide assistance, we would be happy to discuss those needs.

Dan Rosenberg
Senior Planning Associate

Bitterroot College Program of The University of Montana Needs Assessment Assistance

Scope of Work

- **External Environmental Scan** – Maas Companies will provide assistance in limited areas to the Committee in developing the external environmental scan. Maas Companies will provide certain data and analysis for the Center’s service area, the State and the Nation. The scan will include the following:
 - Service area demographics (present and future), County, State and Nation

Fee: \$1,000

Alternative 2: If the committee decides that it would be helpful to have an outside entity complete the entire external environmental scan, Maas Companies could do so. Such a scan would include the items above plus: employment profile, employment outlook, future job growth and educational attainment.

Fee: \$2,450

- **Internal Environmental Scan** – The scan will analyze the student population attending any public college or University in the State of Montana.
 1. Who are the students attending the Bitterroot College Program
 2. Who are the students in the service area attending other post secondary institutions (this analysis depends upon receiving appropriate data)

Fee: \$3,200

- **Survey** – The consultant will develop, host and analyze the results of an online survey.
 - Potential target audience:
 1. High school students: juniors and seniors
 2. Key Employers: Business owners and managers (hospital, Chamber of Commerce members, etc.)

Fee: \$2,125

The proposed fees are considered fixed fees and include all associated costs.