



PROPOSED SCOPE OF WORK SAMPLE

12-15 months

RECOMMENDED CONSULTING SERVICES

Services are designed to assist SAMPLE ORG launch job training programming integrated within existing and planned foodservice production and social enterprise activities.

EVALUATING

FEASIBILITY

- Needs Assessment
- Market Research Support
- Internal Stakeholder Alignment

PLANNING

STRATEGY

- Strategic & Business Planning
- Partnership Development Support
- Fund Development Planning

PREPARING

OPERATIONALIZATION

- Program Structure Development
- Operational Planning
- Staff Training

LAUNCHING

IMPLEMENTATION

- Launch Support
- Communications Planning & Support
- General Troubleshooting

POST-LAUNCH

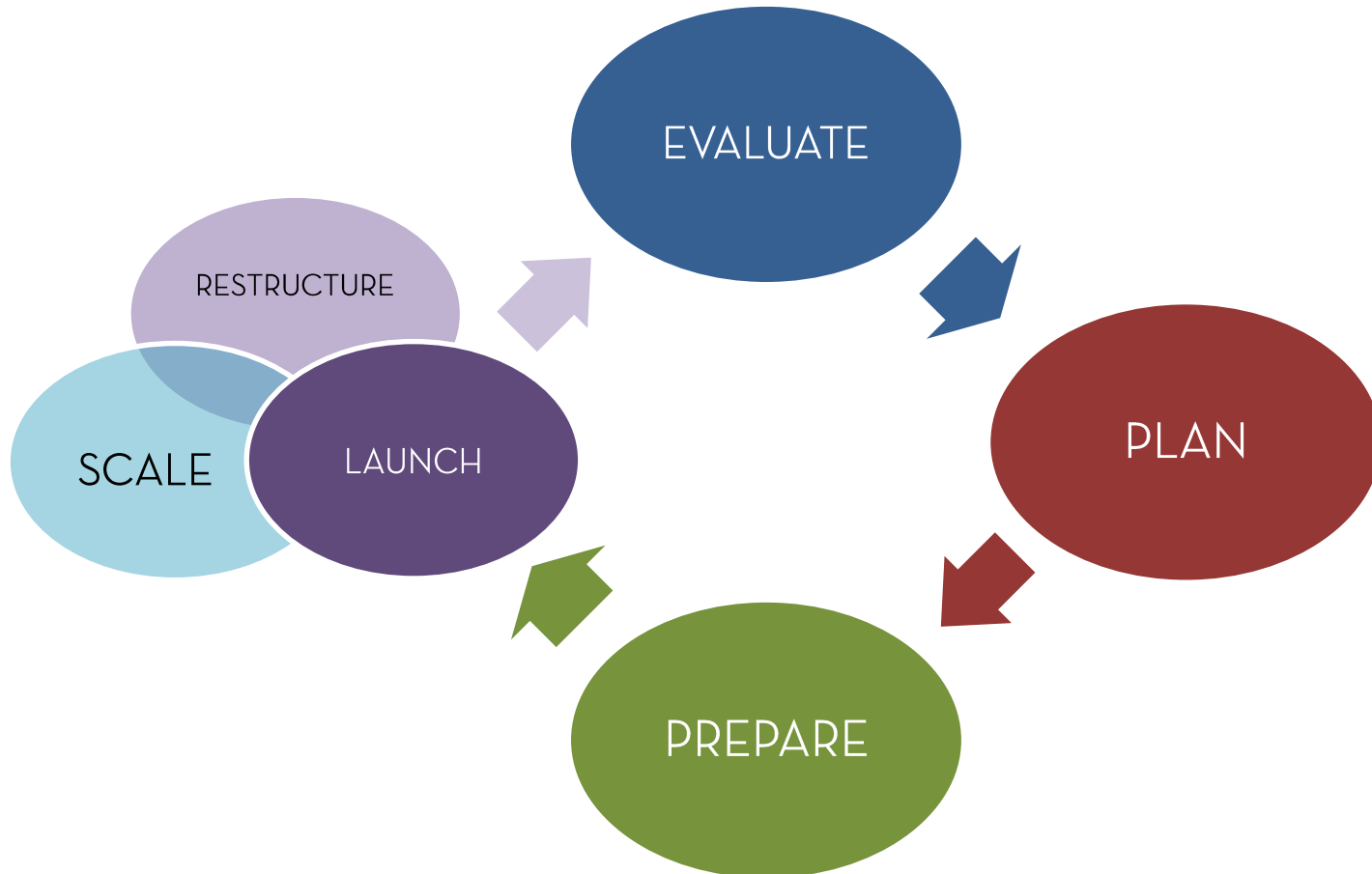
EVALUATION

- Diagnostic Evaluation
- General Troubleshooting

OUR PROCESS

We bolster the program development lifecycle through consulting services and network membership

Proposed services are designed to assist members or aspiring members in planning, implementing and growing successful job training programs and social enterprises that truly transform your community.



PROPOSED SERVICES

SAMPLE ORG ACTION ITEMS

CATALYST KITCHENS SUPPORT

MAJOR MILESTONES

EVALUATE

- Formalize market analysis
- Onboard staff & stakeholders

- Needs Assessment
- Market Research Review
- Internal Stakeholder Alignment

- Up to 3-hour virtual meeting
- 1:1 Feasibility surveys with up to 5 stakeholders (remote)
- Documented findings and recommendations

PLAN

- Refine program-specific strategic & business planning
- Define scope of partnerships

- Strategic & Business Planning
- Partnership Development Support
- Fund Development Planning

- **2-Day site visit to SAMPLE ORG**
- Facilitate partnership alignment around scope
- Develop action plans and timelines
- Review document drafts and recommend edits

PREPARE

- Finalize training program scope
- Hire appropriate staff
- Pilot job training programming

- Program Structure Development
- Operational Planning
- Staff Training

- **2-Day workshop at FareStart**
- Facilitated program design
- Curriculum materials
- Model immersion and training for staff

LAUNCH

- Evaluate program pilot
- Formally re-launch programming

- Re-Launch Support
- Communications Planning & Support
- General Troubleshooting

- **2-Day site visit to SAMPLE ORG**
- Launch readiness evaluation
- Additional stakeholder onboarding
- Up to 20 hours pre-/post-visit remote support

EVALUATE

- Make course corrections, as necessary

- Diagnostic Evaluation
- General Troubleshooting

- **1.5-day site visit to SAMPLE ORG**
- Diagnostic report
- Up to 5 hours remote general troubleshooting

SUPPLEMENTAL DELIVERABLES

DELIVERABLES*

- Workshop and site visit follow-up
 - Documented program development framework
 - High level recommendations
- Staff training: teaching techniques for a supportive foodservice/training environment
- Facilitated training program design:
 - Define program length
 - Define tiered structure
 - Define preliminary schedule
- Curriculum materials
 - Lesson plans
 - Handouts
 - Assessment resources
- Up to 25 hours pre-/post-visit remote support to support in-person service engagements
- Catalyst Kitchens overview presentation for use with stakeholders, funders, partners
- Staff assessment to leadership, as applicable
- Additional resources and templates, as applicable

** Deliverables listed here are not guaranteed; a customized proposal can be created to reflect services and deliverables that will support your unique program and enterprise goals.*



QUOTE

PHASES OF WORK

- Feasibility
- Strategy
- Operationalization
- Implementation
- Evaluation

*Billed in monthly installments**

TOTAL†

\$29,400.00

*Projected timeline: 12-15 months

†Does Not Include Travel Expenses

