

Professional Services Invoice



Invoice #0233

Date: 8/1/2015
 Consultant: Jamie Sabbach
 Billing Period: 8/1/15 -8/31/15

PROJECT: Fort Collins Recreation Department - Strategic Planning Process & Service Analysis
 PROJECT DESCRIPTION: Strategic Plan
 TYPE OF BILLING: Firm Fixed Price - monthly % of tasks complete
 TOTAL PROJECT FEE: \$60,700
 PROJECT START DATE: 1-Jan-14 END DATE: 31-Oct-15
 Bill to: Email to: badams@fcgov.com

	Total Fee	% Complete	Fee to Date	Previously Billed	Current Billing
CONSULTING SERVICES - Phase I: Operational Plan					
Step 1					
Project Initiation Meeting	\$375.00	100%	\$375.00	\$375.00	\$0.00
Step 2					
Info & Data Collection and Analysis	\$2,500.00	100%	\$2,500.00	\$2,500.00	\$0.00
Step 3a					
Introduction - Workshop(s) I	\$4,200.00	100%	\$4,200.00	\$4,200.00	\$0.00
Step 3b					
Focus Group Meetings	\$5,375.00	100%	\$5,375.00	\$5,375.00	\$0.00
Step 4					
Community Resource & Trends Analysis	\$3,750.00	100%	\$3,750.00	\$3,750.00	\$0.00
Step 5					
Developing the Strategic Plan - Workshop(s) II	\$5,750.00	100%	\$5,750.00	\$5,750.00	\$0.00
Step 6					
Strategic Action Plan - Final Report & Presentation	\$3,975.00	100%	\$3,975.00	\$2,545.00	\$0.00
TOTAL CURRENT BILLING	\$25,925.00	100%	\$25,925.00	\$25,925.00	\$0.00

CONSULTING SERVICES - Phase II: Service Analysis					
Step 1					
Service Analysis/Cost Recovery Introduction - Workshop I	\$3,500.00	100%	\$3,500.00	\$3,500.00	\$0.00
Step 2					
Service Analysis - Workshop II	\$3,500.00	100%	\$3,500.00	\$0.00	\$3,500.00
Step 3					
Service Analysis - Data & Information Collection	\$3,750.00	80%	\$3,000.00	\$3,000.00	\$0.00
Step 4					
Service Analysis Development - Workshop III	\$4,250.00	0%	\$0.00	\$0.00	\$0.00
Step 5					
Reports - presentation and written	\$4,150.00	0%	\$0.00	\$0.00	\$0.00
Subtotal Fees	\$19,150.00	52%	\$10,000.00	\$6,500.00	\$3,500.00

CONSULTING SERVICES - PASS					
Step 1					
Introduction - Workshop I	\$2,750.00	100%	\$2,750.00	\$2,750.00	\$0.00
Step 2					
Data & Information Collection	\$3,750.00	100%	\$3,750.00	\$3,750.00	\$0.00
Step 3					
Analytical Tool Build	\$6,375.00	100%	\$6,375.00	\$6,375.00	\$0.00
Step 4					
PASS Results - Workshop II	\$2,750.00	0%	\$0.00	\$0.00	\$0.00
Subtotal Fees	\$15,625.00	82%	\$12,875.00	\$12,875.00	\$0.00

Additional Services outside the Scope of Work					
Additional hours = 20 @ \$135 (PASS™ development)	\$2,700.00	100%	\$2,700.00	\$0.00	\$2,700.00
TOTAL CURRENT BILLING	\$37,475.00	68%	\$25,575.00	\$19,375.00	\$6,200.00

Receivables	Current	31-60 Days	61-90 Days	91-120 Days	+120 Days
	\$6200.00	\$0.00	\$0.00	\$0.00	\$0.00