



# **Keeping the Momentum Going**

**A Process for the Ongoing Implementation of the  
Strategic Plan and Action Plans for FY 24**

**Presented by:  
Thomas N. Applegate  
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# Proposal for Scope of Work, Timeline and Services Provided

The 2016 strategic plan reaffirmed key core values and the district's mission statement that were developed in the 2011 Strategic Plan.

This proposal is designed to:

1. Meet with the Core Team to review the environments in which Pioneer CTC operates and the implication(s) of the environments' impact on PCTC
2. Guide the Core Team in creating 3 new strategic objectives and 2 strategies for each strategic objective
3. Work with the Action Teams to create an action plan for one strategy for each strategic objective

## **Scope of Work:**

The scope of work of this proposal is to:

1. Work with the Core Team to create 3 new strategic objectives and 2 strategies for each strategic objective for use through FY 26
2. Meet with the Action Teams to assist with the development of the Action Plans and make revisions where necessary.
3. Work with the action teams to evaluate and refine the presentations to the Core Team
4. Moderate a meeting where Action Teams will meet with the Core Team to report the development of FY24 Action Plans which will be implemented in FY 25.

## **Timeline:**

September 21, 2023	<ol style="list-style-type: none"><li>1. Meet with the Core Team to review the environments in which Pioneer CTC operates and the implication(s) that the environments have on PCTC</li><li>2. Guide the Core Team in creating 3 new strategic objectives and 2 strategies for each strategic objective</li></ol>
October/November 2023	Meet with the action teams to begin development of the Action Plan.
March 2024	Work with the action teams to evaluate and refine Action Plans for the presentations to the Core Team in May 2024
May 2024	The Action Teams will meet with the Core Team and report the development of FY24 Action Plans for implementation in FY 25

**Costs of Services:**

The costs for the project are as follows:

\$7,800 plus expenses (Actual cost \$10,400 less \$2,600 credit from FY 23 contract)

Compilation and analysis of data and information. Primary and secondary research. Consultation and technical assistance via phone, email and on-site. Includes up to 4 days of on-site work and consultation.

- Additional on-site consultation outside of the services outlined herein is at the rate of \$2,000 per day or part thereof.

Invoices are due within 30 days of receipt of the invoice. Invoices will be submitted on the following time schedule:

- 60% of the amount due (\$4,680) with signing of contract
- 40% (\$3,120) will be billed June 1, 2024
- Expenses may be invoiced monthly
- Materials, supplies and printing costs will be documented with receipts of purchase
- Travel expenses are calculated at the IRS rate.

**Expenses:**

Expenses shall consist of:

- Mileage, meals and lodging incurred as a result of services of this contract. IRS per diem rates will be used in the calculation of the expense reimbursement
- Printing, mailing, copying, phone, supplies and materials charges.

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Pioneer Career and Technology Center/Date

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TNA and Associates/Date

