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November 9, 2015

Mr. Dustin Anderson
Town Manager
Town of Munster
1005 Ridge Road
Munster, IN

Dear Mr. Anderson,

I appreciate your interest in considering The Novak Consulting Group for facilitation services for a Town Council strategic planning retreat. We have extensive experience with precisely this type of work and would be pleased to conduct a planning session tailored to the needs of Munster.

Engagement Approach

The Novak Consulting Group believes in fully supporting the Town Council session from beginning to end – from collaboratively planning the agenda to providing a final deliverable that summarizes the retreat.

We typically begin the retreat planning process by conducting phone interviews with the Town Manager and each member of the Town Council in order to learn about their expectations for the retreat. Our experience has taught us that having an opportunity to engage in individual and confidential conversations with each member of the governing body prior to the session helps set the stage for a productive experience. It also allows each person to feel that they had a role in planning how their time will be spent during the retreat itself.

During the retreat, the primary role of the facilitator is to ensure that the environment is respectful and conducive to open and constructive dialogue so that the established objectives are ultimately met. While the agenda provides the structure to accomplish the tasks, we also know how important it is to pay attention to the group and make sure that conversations that need to happen, happen. Therefore, we are flexible and in tune with the group during the process.

Following the retreat, a summary report documenting the event will be prepared for the Town.

Facilitator

The session will be facilitated by President Julia Novak. Julia is a skilled facilitator who has worked with elected and appointed officials to improve working relationships, understand roles and responsibilities, and set goals for more than ten years. She has facilitated over 100 such retreats in her time as a professional consultant.

Cost

The total cost for a one-day facilitated session as described in this proposal is \$5,000. This includes all planning, facilitation, and travel/lodging expenses.

The following is a list of hourly rates for staff available to provide project assistance. Should the Town wish to engage The Novak Consulting Group on an hourly basis, these rates would be discounted 10%.

Staff	Hourly Rate
Julia Novak, President	\$275
Michelle Ferguson, Organizational Assessment Practice Leader	\$175
Jonathan Ingram, Associate	\$150
Josh Rauch/Haley Kadish, Analysts	\$85

I look forward to further conversation, and would love to work with the Town of Munster in this capacity.

Sincerely,



Julia D. Novak
President

Accepted for the Town of Munster:

Signature

Name, Title

Date