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**Name of City/County Region Here, State** Elevating the Traditional Business Retention & Expansion Proposal – Agri-Business Survey

**Date here**:

**Community Contact information here**:

**Institution Contact information here:**

**Proposal Overview**

Thank you for the opportunity to respond to the need for assistance in conducting an Agribusiness-Sector Business Retention & Expansion (BR&E) program for the **Community Here**. **Specific State info here.** The OSU Extension BR&E Program has been positively impacting communities for over 20 years as a structured approach to assessing and addressing business needs. 146 communities in 77 counties in Ohio have benefitted from the program, which is easy to use, affordable, customized to meet one sector or multiple sectors, and can be delivered one time or as an ongoing, annual service provided through OSU Extension.

The scope of services includes the following:

**Scope of Services**

1. Project planning meeting
2. Delivery of three workshops over a 1 day period (one full day)
	1. Coordinator’s Workshop
	2. Task Force Workshop
	3. Data Analysis and Reporting Strategies Workshop
3. Survey Gold software and training (included in the Coordinator’s Workshop)
	1. Survey Gold is the data entry and analysis software
4. Develop customized survey instrument (included in the Task Force Workshop)
5. Direct unlimited communications access to two Extension staffers for project period
6. Project assessment meeting action plan review and development of draft final report for use by the Project Director in reporting out to the community



1. ***Project needs assessment and program of work***

The team will consult with the **local community contact here** to establish a plan of work to include project timeline identify key inputs (including people who will be involved), outputs and final expectations of the project.

1. ***Delivery of workshops***

The team will schedule with **the local community contact here** a one day block of time for delivery of three key workshops by the team of Extension professionals to train the Coordinator and the Task Force. A deliverable includes the development of a customized survey instrument. The local community contact will also receive the Survey Gold software (purchased separately) and will be trained how to use the software during the Coordinator Workshop. A third workshop will cover the analysis, interpretation and reporting strategies of the data entered into Survey Gold and how to make use of the data.

1. ***Project assessment, action plan review, and final draft report***

The team will facilitate a final meeting to review the project and action plan as result of the visits, and develop a final draft report. Throughout the project period, the team will be available for questions or assistance as needed by the Coordinator.

**Project Cost**

The project is $­­3,000.00 inclusive of all services outlined above.

**Additional Items—Do we need this???**

The Starting Right Package does not include the following additional items. Although the Extension team recommends that these items be conducted locally, they may be included at the discretion of the client at the costs listed below.

$1,000 Survey distribution (@ 100 mailed surveys with return envelopes)

$1,500 Company visits ($75 per visit @ 20 visits), not including travel

$2,000 Data entry ($20 per survey @100 surveys)

$1,000 Develop the final report

$ 500 Present report findings (per presentation)

**$6,000 Total additional items**

**Estimated Project Time-Frame: To be determined after the initial meeting**

September-October Project needs assessment

October-November Deliver workshops, develop and distribute survey

November Company visits and data entry

December– February Project assessment and final report

**Brief biographical background of Extension Team here**

**Project approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Community Official and Date**

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