**Scope of Services**

## Introduction

Contractor believes that the process of locating a facility is extremely important to the overall success of a business venture, and that sound site selection is the result of diligent planning, informed decision-making, and timely action. Facility decisions will have meaningful and long-term impacts on Client; therefore, our proven process is designed to bring certainty to overall project function, cost, and schedule. Contractor Global Location Strategies (GLS) is able to provide greater levels of clarity and certainty during early site selection activities by aligning the team, providing thorough evaluations and early identification of project risks, informed decision-making, and strategic incentive negotiations that present opportunities which meet Client’s business objectives and timelines [should be defined].

The Contractor GLS Site Selection and Strategic Incentive Negotiation Methodology is a well-proven process, and while somewhat rigid in design, is flexible in application and implementation. Furthermore, the process is structured in such a way that the entire project can be audited step by step and can stand up to intense scrutiny from corporate management and shareholders.

## Contractor's Services

The following execution strategy is designed based upon a To BE Determined project schedule and modeled to begin as soon as required by Client. The weeks represented are estimated for a US and Canada site search.

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|  | **Phase I - Project Alignment**  **Weeks 1 – 5 from the date of signing this Agreement:**  **Deliverables:** Project schedule, project profile and criteria, defined search region, fully integrated project team, and identify target areas.  **Key Meetings: Project Alignment Meeting**  **Siting Workshop I** |

The project will initiate with a formal Alignment Meeting to be held at Client’s corporate offices in \_\_\_\_\_\_\_\_\_\_. Within five (5) working days prior to this meeting, a client questionnaire will be provided to Client.

**Activity I.1: Alignment Meeting: Align with Client on project schedule, search area, screening criteria, project description, musts and wants, and the integration of project team.**

**Activity I.2: Finalize all siting criteria and documents and report results and establish a path forward in Siting Workshop I.**

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|  | **Phase II - Site Identification**  **Weeks 5 - 11 from the date of signing this Agreement:**  **Deliverables:** Maintain regular contact with Client representatives, Provide weekly activity reporting, Issue formal *Project Execution Report*, Identify "Medium" list of sites  **Key Meeting: Siting Workshop II** |

**Activity II.1: Project Description and Community Questionnaire (Request for Proposal) Issued to Communities**

**Activity II.2: Community Correspondence, Customized Development of Decision Analysis, Risk Assessment, SWOT [required abbreviation expansion] Analysis, and Financial Pro Forma Models**

**Activity II.3: Population of models with location and site data from RFP [required abbreviation expansion] responses, preparation of project execution report**

**Activity II.4: Finalization of evaluation and project report, presentation of preliminary findings at Siting Workshop II, and community notification of site visits**

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|  | **Phase III - Detailed Evaluations**  **Weeks 11 – 20 from the date of signing this Agreement:**  **Deliverables:** Maintain regular contact with Client representatives, Provide weekly activity reporting, Issue formal *Project Execution Report*, Identify finalist "Primary" and "Alternate" sites  **Key Meetings:** **Siting Workshop III** Develop short list of sites  **Full Project Team Travel** to finalist sites  **Siting Workshop IV** to recommend primary and alternate site |

**Activity III.1: Contractor GLS site and community visits**

**Activity III.2: Refine models report finding at Siting Workshop III and cut to short list of sites**

**Activity III.3: Client/Contractor site visits, finalize models, prepare recommendations**

**Activity III.4: Identify primary and alternate sites, develop negotiation strategy**

During Siting Workshop IV, Contractor GLS will present a detailed report that provides clear and well thought out recommendations that can be communicated to Client's Executive Committee and Board of Directors. The detailed project execution report will include an executive summary, plus sections that clearly document the study effort, the tools and methodology employed to screen the field of candidates, organized and detailed location information collected on the sites, and the recommendations for a primary and alternate site location.

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|  | **Phase IV – Strategic Negotiation**  **Weeks 20 – 28 from the date of signing this Agreement:**  **Deliverables :** Maintain regular contact with Client representatives, Provide  weekly activity reporting, Deliver fully negotiated and  documented finalist  **Key Meetings:** **Siting Workshop V**  **Board Site Visits** to finalist sites  **Siting Workshop VI** |

**Activity IV.1: At Siting Workshop V: Develop Negotiating Strategy, prepare formal incentive Request for Proposals, execute Negotiation strategy, finalize incentives, prepare for project announcement**

**Activity IV.2: Issue Request for Proposals**

**Activity IV.3: Incentive Proposal Analysis and Enhancement**

**Activity IV.4 Board [что имеется в виду?] visits to finalist sites**

**Activity IV.4: Final Incentive Agreements**

**Activity IV.5: Siting Workshop VI - Final Decision and Project Announcement Strategic Negotiations Deliverables**

## Cost Estimate

Based on Contractor’s experience with similar Site Selection services, we expect that the Contractor labor cost for the scope of work described above will be approximately US \_\_\_\_\_\_. Travel expenses will be additional.