

Summary of process and payment schedule

Consultant will provide reports on the status of the engagement at least monthly. PRPLD will make progress payments upon the completion of various milestones.

Within 14 days of contract execution, the consultant will provide a list of data required. PRPLD will provide the requested data within 14 days.

At the conclusion of the consultant's engagement planning, the consultants will meet with PRPLD to discuss the use of data provided, other data needed, and the scope and approach of obtaining public input.

PRPLD will require six weeks advance notice of specific public meetings in order to adequately assist in obtaining meeting locations and participants for those meetings.

At the completion of the data analysis and public input processes, consultants will meet with PRPLD to discuss preliminary findings, including rationale, to address the priorities identified in the RFP and estimated capital and operating cost impacts.

If additional libraries are proposed, PRPLD will provide cost of staffing estimates.

Within 30 days of agreement of preliminary findings with PRPLD, the consultants will provide the preliminary report draft to PRPLD.

PRPLD will provide comments on the preliminary draft with three weeks.

Final report to be issued within three weeks of receiving comments on draft.

Progress payments –

Conclusion of planning process	20%
Completion of data analysis and public input processes	35%
Presentation of preliminary findings	20%
Report acceptance to BOT	25%