

Date: October 28, 2025

To: Anda Dima, Board Chair, Regina Open Door Society

From: Valerie Sluth, CEO, Praxis Consulting Ltd.

Re: Strategic Planning

Thank you for the opportunity to provide Regina Open Door Society with a cost estimate for strategic planning services. Please accept this letter proposal as our formal response to your request.

PROPOSED WORKPLAN AND BUDGET

Based on our understanding of your needs and the level of effort involved in competently performing the workplan discussed in exploratory meetings, we estimate a budget of **\$28,145** plus applicable taxes and expenses.

Scope of Work	Total
Phase 1: Project Initiation	
Initiation Meeting with Planning Committee (virtual, 1 hour)	\$567.50
Document Review	\$825.00
Project Charter	\$645.00
Subtotal	\$2,037.50
Phase 2: Strategic Planning Sessions	
Design, validate focus groups, and consult with Planning Committee (virtual, 2 hours)	\$2,115.00
Focus group with Leadership (virtual, 2 hrs)	\$1,135.00
Focus group with Board (in-person, 3 hrs)	\$1,625.00
Design Strategic Planning Session	\$2,450.00
Validate Session Design and Agenda with Planning Committee (virtual, 1 hour)	\$567.50
Facilitate Strategic Planning Session with Board and Leadership (1.5 days, in-person)	\$6,860.00
Subtotal	\$12,637.50
Phase 3: Final Reporting	
Develop Draft Strategy Map	\$1,935.00
Design Presentation Session	\$645.00
Validate Presentation Session with Planning Committee (virtual, 1 hour)	\$567.50
Present Strategy Map and Balanced Scorecard to Board (virtual, 3 hrs)	\$1,547.50
Collate feedback and provide recommended edits to Strategy Map and Balanced Scorecard	\$645.00
Subtotal	\$5,340.00
Phase 4: Operational Support	
Operational Support for Leadership (10 hrs as needed)	\$4,465.00
Subtotal	\$4,465.00
Project Management	
Subtotal	\$3,665.00
Project Total	\$28,145.00

Assumptions

- Regina Open Door will designate one individual to serve as the primary contact to the Praxis team.
- Regina Open Door will provide all relevant and necessary information for the background document review.
- Regina Open Door will provide a list of stakeholders and contact information for consultation, interviews, and/or engagement.
- The consultant will provide guidance and facilitative services to all meetings. Virtual, hybrid, and in-person session/meeting logistics (e.g., meeting confirmations, conference call set-up, copying/e-mailing) are the responsibility of Regina Open Door.
- The consultant will bring facilitation resources and materials to all in-person meetings. Facilitation resources, material, and admin fees cost \$100 for each session scheduled by Regina Open Door. In-person session catering, beverage fees, parking, and facility rental rates will be billed at the actual rate plus a 10% admin fee and will be pre-approved by Regina Open Door.
- Final deliverables will be presented in draft form for one round of edits. Additional edits are possible at the project hourly rate.
- Expenses related to travel as well as travel time are the responsibility of Regina Open Door and will be expenses in the month acquired. We do not anticipate travel requirements for this project. If additional travel is required, it will be pre-approved by Regina Open Door. Travel time is billable at the consultant's hourly rate. Meal per diems (breakfast, lunch, supper) and mileage are based on the Government of Saskatchewan rates plus a 10% administration fee. Hotel fees will be billed at the actual rate plus a 10% administration fee.
- There are no anticipated disbursements or additional expenses. Any project expenses will be pre-approved by Regina Open Door and billed at the actual rate plus a 10% administration fee.

CONCLUSION

Thank you again for the opportunity to provide a quote for these services. We are happy to adjust our workplan in accordance with your expectations and budget. Please feel free to contact Valerie Sluth at vsluth@praxis-consulting.ca or 306-537-3186.

Kindest regards,

A handwritten signature in blue ink, appearing to read 'V. Sluth'.

Valerie Sluth, MBA, FCMC, ICD.D
CEO