

**New Mexico State University  
Consulting Proposal**

**Learn New Mexico, LLC**



**I. Summary**

In order to complete goals toward its mission, NMSU-A will seek to acquire consultation services in order to coordinate and support activities for grant and project initiatives. The work proposed here is to meet that objective.

**II. Timetable**

ACTIVITY	IMPLEMENTATION TIMELINE		
	<b>May 15, 2021-June 30, 2022</b>		
Monitor and coordinate Carl Perkins	Coordinate with VP of Business and Finance regarding budgetary processes	Coordinate with PED	Coordinate and Manage grant activity.
Collaborate and consult on projects	Provide technical assistance to ensure project completion	Monitor and provide feedback regarding specified projects	Participate on and lead project activities

**III. Monthly/Yearly Budget**

Estimated Hours/Month	Description of Work	Cost
	Initial consultation and planning	free
<b>6 hours/month</b>	Monitor and Coordinate Carl Perkins	\$125/hour*
<i>6 hours/month</i>	<b><i>Monthly Estimated Total</i></b>	<b><i>\$750*</i></b>
	<b><i>Taxes (added in monthly @ 8%)</i></b>	<b><i>\$60*</i></b>
	<b><i>Total per month (average)</i></b>	<b><i>\$810*</i></b>
<b>78 hours/year</b>	<b><i>Year Estimated Total (May 2021-June 30, 2022)</i></b>	<b><i>\$9750*</i></b>
	<b><i>Taxes</i></b>	<b><i>\$780*</i></b>
	<b><i>Total per year</i></b>	<b><i>\$10,530*</i></b>

*\*All services are invoiced monthly at an accurate hourly rate. These are estimates for budgeting purposes.*

Estimated Hours/Month	Description of Work	Cost
	Initial consultation and planning	free
<b>6 hours/month</b>	Monitor and Consult regarding various projects development	\$125/hour*
<b>6 hours/month</b>	<b><i>Monthly Estimated Total</i></b>	<b><i>\$750*</i></b>
	<b><i>Taxes (added in monthly @ 8%)</i></b>	<b><i>\$60*</i></b>
	<b><i>Total per month (average)</i></b>	<b><i>\$810*</i></b>
<b>78 hours/year</b>	<b><i>Year Estimated Total (May 2021-June 30, 2022)</i></b>	<b><i>\$9750*</i></b>
	<b><i>Taxes</i></b>	<b><i>\$780*</i></b>
	<b><i>Total per year</i></b>	<b><i>\$10,530*</i></b>

#### IV. Key Personnel

Role	Name:	Phone:	Email:
<b>Client</b>	NMSU-A		
<b>Team Member 1</b>	Ken Van Winkle	575-644-4701	kvanwink@nmsu.edu
<b>Team Member 2</b>	Mark Cal	505-615-7328	mcal@nmsu.edu
<b>Consultant</b>	<b>Michelle Perry</b>	<b>575-937-5991</b>	<b>michelle@learnnewmexico.com</b>

**V. Getting Started with Next Steps**

1. Decide which activities for which you would like my consultation.
2. Negotiate time commitment.
3. Create an agreement upon job duties, expectations, invoicing procedure, and payment schedule.