



CONSULTING SERVICES PRICING GUIDE SEPTEMBER 2020

Navigating this Guide

Pricing is available below for all of our subject areas. Each area of expertise is separated into two pricing categories. First, the basic package provides core services that are needed for a project to succeed. The premium package includes add-ons that can be useful depending on the project at hand. This service category's pricing is negotiable to fit the project's objectives and goals with a base price present to serve as a guide for clients to budget plan.

Emerging Trends Services are discounted at 20% as they are test and try. This pricing is also negotiable.

If a client is interested in more than one service a price can be discussed to fit the project.

For questions regarding pricing, please email Erin Tripp at erin.tripp@lyrasis.org.



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Digital Preservation

Basic

\$9,000

(\$8,100 for LYRASIS members)

One subject matter expert (SME) provides:

- Develops digital preservation readiness assessment for staff and reviews staff responses
- Reviews background documents, policies, and procedures provided by staff
- Conducts interviews, surveys current information systems and digital collections.
- Reviews the institution's unique resources, hardware and software technological infrastructure, and political constraints
- Prepares a report/action plan with written observations and recommendations pointing to best practices in the field, and detailing the institution's unique situation and areas for improvement

* Not to exceed 6 days of service.

*All interactions will be virtual

*Members receive a 10% discount on consulting services

Premium

\$15,000+

(\$13,500+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Develops digital preservation readiness assessment for staff and reviews staff responses
- Reviews background documents, policies, and procedures provided by staff
- Conducts expanded scope of interviews, surveys current information systems and digital collections. Reviews the institution's unique resources, hardware and software technological infrastructure, and political constraints
- Prepares a report/action plan with written observations and recommendations pointing to best practices in the field, and detailing the institution's unique situation and areas for improvement
- Presentation of findings to a subset or the entire stakeholder group
- Follow up 30 days after presentation to advise moving forward

Plus Package Add-ons (pricing negotiable):

- Onsite Add-on (travel expenses apply)
- Training/Workshop Add-on
- Metadata Best Practice Add-on

* Plus package includes a minimum of 10 days of service.

* Plus package includes virtual interactions unless an 'on site' extension is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members

*Members receive a 10% discount on consulting services (excludes travel fees).

Digitization Workflows

Basic

\$9,000

(\$8,100 for LYRASIS members)

One subject matter expert (SME) provides:

- Creates a mutually acceptable meeting agenda
- Facilitates Smart Start meeting with project stakeholders
- Collects data on administration, collections, technology environment, facilities and staffing for analysis, all these areas have implications for workflows, and the standards needed to support the curation, management, and infrastructure of digital objects.
- Writes brief report on unit workflows, identifying short and long-term recommendations for action and guidelines for best practice

* Not to exceed 6 days of service.

*All interactions will be virtual

*Members receive a 10% discount on consulting services

Premium

\$15,000+

(\$13,500+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Elements of the basic package PLUS Project data collection may include interviews, focus groups, meetings, etc.
- Evaluation of digitization workflows and processes Writes detailed recommendation report on productivity, efficiency and management on collection digital lifecycle.
- Presentation of finding to the Administration, a subset or the entire stakeholder group
- Follow up 30 days after presentation to advise moving forward.

Plus Package Add-ons (pricing negotiable):

- Onsite Add-on (travel expenses apply)
- Training/Workshop Add-on
- Metadata Best Practice Add-on
- Documentation Add-on (infographics, documentation templates, presentation templates)

* Plus package includes a minimum of 10 days of service.

* Plus package includes virtual interactions unless an 'on site' extension is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members

*Members receive a 10% discount on consulting services (excludes travel fees).

Metadata Analysis & Best Practices

Basic

\$9,000

(\$8,100 for LYRASIS members)

One subject matter expert (SME) provides:

- Meets with staff to understand project goals, current standards and practice
- Works with staff to identify representative collection materials that can be used as examples in the style guide and in the workshops
- Creates best practices metadata style guide
- Prepares materials and activities for online metadata workshops and gives two, 90-minute workshops
- Introduction to metadata best practices
- Introduction to using the style guide and implementation of best practices
- Provide individual feedback on online class exercises and cataloging practice

* Not to exceed 6 days of service.

*All interactions will be virtual

*Members receive a 10% discount on consulting services

Premium

\$15,000+

(\$13,500+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Meets with collections and systems/IT staff to understand project goals, current standards and practice
- Works with staff to identify collections and preservation metadata for analysis
- Review of metadata documentation
- Metadata analysis
- Creates best practices metadata style guide using site specific collections information and records as examples
- Prepares materials and activities for online metadata workshops and gives two, 90-minute workshops
- Introduction to preservation metadata best practices Introduction to using the preservation metadata style guide and implementation of best practices
- Provide individual feedback on online class exercises and cataloging practice
- Enhanced scope or larger shareholder group - How do we say this?
- Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

Plus Package Add-ons (pricing negotiable):

- Onsite Add-on (travel expenses apply)
- Documentation Add-on

* Plus package includes a minimum of 10 days of service.

* Plus package includes virtual interactions unless an 'on site' extension is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members

*Members receive a 10% discount on consulting services (excludes travel fees).

Disaster Planning & Response

Basic

\$7,500

(6,750 for LYRASIS members)

One subject matter expert (SME) provides:

- Preliminary & Kickoff meetings
- Preliminary data collection and research
- Project data collection via interviews, focus groups, meetings, review of existing documents, etc.
- Development of Disaster Planning Report (topics to be covered in plan)
- Draft Disaster Plan Document (local information to be added by client)
- Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

* Not to exceed 5 days of service.

*All interactions will be virtual using a remote assessment package shipped directly to you. Training on package will be provided.

*Members receive a 10% discount on consulting services.

Premium

\$12,000+

(\$10,950+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Preliminary meetings
- Preliminary data collection and research
Project data collection via interviews, focus groups, meetings, review of existing documents, etc.
- Development of Disaster Planning Report (topics to be covered in plan)
- Draft Disaster Plan Document (local information to be added by client)
- Infographic or Pocket Plan Development
- Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project
- Enhanced scope or larger shareholder group

Plus Package Add-ons (pricing negotiable):

- Onsite Add-on (travel expenses apply)

* Not to exceed 7 days of service.

*Project Materials will be provided via our assessment package shipped directly to you. Training on package will be provided.

* Plus package includes virtual interactions unless an 'on site' visit is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members.

*Members receive a 10% discount on consulting services (excludes travel fees)

Preservation & Environmental Assessment

Basic

\$7,500

(6,750 for LYRASIS members)

One subject matter expert (SME) provides:

- Preliminary & Kickoff meetings
- Preliminary data collection and research via Pre-Survey Questionnaire
- Project data collection via interviews, focus groups, meetings, review of existing documents, and Virtual Tour of Facility
- Development of Preservation Survey Report
- Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

* Not to exceed 5 days of service.

*All interactions will be virtual using a remote assessment package shipped directly to you. Training on package will be provided.

*Members receive a 10% discount on consulting services.

Premium

\$12,000+

(\$10,950+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Preliminary & Kickoff meetings
- Preliminary data collection and research via Pre-Survey Questionnaire
- Project data collection via interviews, focus groups, meetings, review of existing documents, and Virtual Tour of Facility
- Development of Preservation Survey Report
- Follow up Infographic Marketing Materials to Promote for Buy-in
- Onsite visit within US Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

* Not to exceed 7 days of service.

*Project Materials will be provided via our assessment package shipped directly to you. Training on package will be provided.

* Plus package includes virtual interactions unless an 'on site' visit is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members.

*Members receive a 10% discount on consulting services (excludes travel fees)

Space Planning

Basic

\$9,000

(\$8,100 for LYRASIS members)

One subject matter expert (SME) provides:

- Preliminary & Kickoff meetings
- Preliminary data collection and research
- Project data collection via interviews, focus groups, meetings, etc.
- Space Assessment
- Detailed recommendation report 2-D basic building design schematics (workflow and identification of spaces), and finalization.
- Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

* Not to exceed 6 days of service.

*All interactions will be virtual using a remote assessment package shipped directly to you. Training on package will be provided.

*Members receive a 10% discount on consulting services.

Premium

\$15,000+

(\$13,500+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Preliminary meetings
- Preliminary data collection and research
- Project data collection via interviews, focus groups, meetings, etc.
- Environmental Assessment & Space Assessment
- Detailed recommendation report 2-D basic building design schematics (workflow and identification of spaces), and finalization.
- Infographic Marketing Materials to Promote for Buy-in
- Optional onsite visit, travel expenses apply
- Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

Plus Package Add-ons (pricing negotiable):

- 3-D design of spaces including furniture and equipment placement
- Design board of selected furniture models, fabrics, carpeting, color schemes, etc.
- Onsite Add-on)

* Plus package includes a minimum of 10 days of service.

*Project Materials will be provided via our assessment package shipped directly to you. Training on package will be provided.

*Plus package includes virtual interactions unless an 'on site' extension is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members.

*Members receive a 10% discount on consulting services (excludes travel fees, estimated at \$1,500).

Strategic Planning

Basic

\$9,000

(\$8,100 for LYRASIS members)

One subject matter expert (SME) provides:

- Preliminary & Kickoff meetings
 - Preliminary data collection and research
 - Project data collection via interviews, focus groups, meetings, etc. based on areas of need noted in the preliminary meeting (could include, but not limited to: community metrics, administration, governance, stake holders, resources, technology, services and collections)
 - Quantitative data collection via survey
 - Qualitative data collection via focus groups based on project objectives
- Detailed recommendation report Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

* Not to exceed 6 days of service.

* All interactions, including Focus Groups, will be virtual using a remote assessment package shipped directly to you. Training on package will be provided.

Premium

\$15,000+

(\$13,500+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Preliminary & Kickoff meetings
- Preliminary data collection and research
- Project data collection via interviews, focus groups, meetings, etc.
- Quantitative data collection via survey
- Qualitative data via focus groups Hands-on data collection exercises following design thinking and Community Heart & Soul methodology
- Detailed recommendation report Infographic
- Marketing Materials to Promote for Buy-in
- Follow up 30 days and three months after report to provide input on how to move recommendations forward and answer questions regarding the project

Plus Package Add-ons (pricing negotiable):

- Onsite Add-on)

* Plus package includes a minimum of 10 days of service.

*Project Materials will be provided via our assessment package shipped directly to you. Training on package will be provided.

*Plus package includes virtual interactions unless an 'on site' extension is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members.

*Members receive a 10% discount on consulting services (excludes travel fees).

Sustainability & Organizational Planning

Basic

\$10,000

(\$9,000 for LYRASIS members)

One subject matter expert (SME) provides:

- Preliminary & Kickoff meetings
- Aiding selection of subset of stakeholders to collaborate on the project
- Facilitating an It Takes a Village (ITAV) strategic assessment with program staff to assess community, governance, technology, resources, and engagement of the program – high level.
- Limited data collection via interviews, focus groups, meetings, etc. To verify data collected in strategic assessment.
- ITAV Strategic Assessment Status Summary and move forward recommendations.
- Presentation of findings to stakeholder group Follow up 30 days after presentation to provide advice on how to move recommendations forward.

* Not to exceed 8 days of service.

* All interactions will be virtual.

Premium

\$20,000+

(\$18,000+ for LYRASIS members)

Our team of subject matter experts (SMEs) provide:

- Preliminary & Kickoff meetings
- Aiding selection of subset of stakeholders to collaborate on the project
- Facilitating an It Takes a Village (ITAV) strategic assessment with program staff to assess community, governance, technology, resources, and engagement of the program – high level.
- Market analysis to better understand the potential market, appetite for program services, and potential constraints. Research would include information review, focus groups, and follow-up interviews with selected focus group participants.
- Operations review to identify the most effective solution operational management of the program through a needs assessment which may include governance, resources, and organizational home infrastructure.
- Financial model to determine the anticipated costs to maintain the program, identify revenue options, solicit feedback on model options, and assess whether the model will need to evolve based on projected participant needs, market analysis results, and/or the future operational structure.
- Presentation of finding to subset or entire stakeholder group
- Optional onsite visit(s), travel expenses apply
- Follow up 30 days after presentation to advise moving forward.

* Plus package includes a minimum of 15 days of service.

* Plus package includes virtual interactions unless an 'on site' extension is selected.

*Expanded package pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members.

Emerging Trends

Virtual

Negotiable

On-site

Negotiable

* As each project is unique, pricing is negotiable with an average 20% discount.