



**Proposal for City of Grand Junction Flex Learning Model
Revised 11.3.24**

PROPOSAL SUMMARY: 2024 SERVICE AGREEMENT

Illuminate Business Services is pleased to submit this proposal for services to support the City of Grand Junction in reaching the vision of being “a safe, welcoming, healthy and accessible city that builds on its collective character to be a place where opportunity abounds, resources are well-managed, and people are connected and engaged in their community.” Recognizing this vision is heavily dependent on the valuable employees within the City of Grand Junction, Illuminate Business Services will partner with the City of Grand Junction through coaching, consulting, and training. In working with Illuminate, you are investing in your most important asset—your people!

The Objective

Need #1: Provide continuity in professional development through consistent, quality offerings available to all employees through a flexible learning model.

The Solution

To meet the objectives defined, the following recommendations are proposed:

Recommendation #1: Consulting

- Consulting Services include the provision of expertise or strategic advice that is presented for consideration and decision-making by the organization.

Recommendation #2: Training

- Workplace training is the process of developing knowledge, skills, and efficiency in the organization’s employees to create understanding of the work environment and organization culture.

Resources and Qualifications

Professional Experience

Melanie Hall has significant leadership experience spanning more than two decades in multiple industries on the Western Slope of Colorado. Pairing senior leadership experience with formal education, Melanie brings an informed knowledge base that guarantees quality deliverables for clients served.

Melanie holds a BBA with a Management Concentration from Colorado Mesa University. She is also a graduate of the Center for Executive Coaching and has earned the credential of Professional Certified Coach (PCC) through the International Coaching Federation. Melanie is a Certified Master Facilitator through the Center for Executive Coaching and a recent graduate of the Wharton Executive Leadership Neuroscience and Business Program.

She holds numerous certifications in assessments including Everything DISC by Wiley, Genos Emotional Intelligence, Change Style Indicator, Change Navigator, and Five Behaviors of Teams.

Relevant Work Experience and References

Local government comprises the majority of clients for Illuminate Business Services. Current clients include the City of Montrose, City of Grand Junction, Mesa County, Garfield County, City of Delta, Delta County, Mesa County D51 Schools, and Town of Crawford. Recent municipal clients include Mt. Crested Butte, Town of Snowmass Village, Town of Cedaredge, and Mesa County Libraries.

References for current local government clients are:

- Ann Morgenthaler, Deputy City Manager for City of Montrose
 - amorgenthaler@cityofmontrose.org or (970) 240-1427
- Robbie Levalley, County Administrator for Delta County
 - rlevalley@deltacountyco.gov or (970) 250-5701
- Wanda Winkelman, Risk Manager for City of Grand Junction
 - wandaw@gjcity.org or (970) 244-1561

Project Deliverables

Following is a complete list of all project deliverables:	Description
Training Solutions:	
Training Deliverable #1	Better Supervisor Training 1 cycle of Better Supervisor training offered between October 1-November 5 (Invoiced through Triad)
Consulting Solutions:	
Curriculum Development Deliverable #1 70% of Total Deliverable with 30% to be included in 2025 Proposal	Content development and slide decks for offerings included in Flex Learning Model Full Approach Flex Learning Design Branding Kit Workbook for LEARN Develop registration process Create swim lane workflow for implementation Develop certificates for offerings Develop evaluation forms and process Develop training binder materials

	Create employee tracking sheets
--	---------------------------------

Execution Strategy

The resulting value of this proposal is dependent on the efforts of both the contractor and the organization. Collaboratively undertaking an investment in human capital will result in significant value for the City of Grand Junction.

Illuminate will provide the quality deliverables outlined within the covered period. To accomplish this, the City of Grand Junction agrees to protect their investment by providing:

Logistic Support

- Support the scheduling of trainings, coaching, and other consultations with time for Illuminate to plan, prepare, and deliver quality offerings
- Arrange for adequate space for delivery, AV equipment, IT support if needed, and other logistics required for successful delivery
- Administrative support to be provided by the City of Grand Junction to include, but not limited to printing of class materials, tracking, and publicity of offerings

Engagement

- Provide leadership championing of the coaching engagements
- Recognize that coaching is not therapy, nor is it an opportunity for the contractor to serve in a supervisory capacity by addressing a specific agenda
- Accept that all employees are not in a place of “coachability” and will respect the assessment of the contractor in offering suggestions to postpone or end sessions if needed
- Allow coaching sessions to be delivered in person or virtually to improve access to services
- Fully engage in the training and coaching sessions

Intellectual Property

- All intellectual property remains the property of the contractor with rights provided to the City of Grand Junction to use deliverables in the training and development of City of Grand Junction employees

Communication

- Share feedback from participating individuals in trainings to improve offerings to create additional value
- Authorize Illuminate to discuss the engagement with the City of Grand Junction to promote interest from other potential clients without disclosing the details of the proposal

Continuation of Contract

Covered Period

This proposal covers the period from the date of signing through completion of the deliverables.

Renewal

Contract does not renew.

Dissolution

If breach of the contract occurs by either party, the contract is immediately void.

If either party wishes to discontinue the contracting relationship, written notice of 30 days will be given with proration of the unpaid fees to be paid within 30 days. No fees for services delivered will be returned to the organization that have been previously paid.

PRICING

Training Solutions Package	\$0.00
Consulting Solutions Package	\$10700.00
Total	\$10700.00

Terms: Payment due upon presentation of invoice(s) for completed deliverables. All invoicing to be completed by December 31, 2024.

Any services provided outside of the scope of work within this proposal will be negotiated in advance between the organization and the contractor and included in an amendment to this contract or through a separate proposal. Upon agreed upon scope of work, contractor will present a separate invoice for these services.

ACCEPTANCE OF PROPOSAL

City of Grand Junction:

Illuminate Business Services:

DocuSigned by:
Duane Hoff Jr., Contract Administrator - City of Grand Junction
9F789E7D50F14BC...

Signed by:
Melanie Hall, PCC - President, Illuminate Business Services
804673356ABB488...

Signature
Duane Hoff Jr., Contract Administrator - City of Grand Junction

Signature
Melanie Hall, PCC - President, Illuminate Business Services

Printed Name
11/20/2024

Printed Name
11/20/2024

Date

Date