



May 5, 2023

Mr. Allen Ward  
Purchasing Agent  
City Hall  
27 Pine Street  
Lewiston, ME 04240

Wright Collective, LLC  
P.O. Box 1157  
York, ME USA 03911  
info@wrightcollective.co  
(413) 230-1896

Re: Proposed Fee Structure

Dear Mr. Ward and Selection Review Committee,

This Letter is an addendum to the full proposal submitted by Wright Collective. Based on the fundraising needs and resources laid out in the RFP, we propose the following fee structure:

- Phase I: Review, Analysis and Planning (Approximately 2 months)  
**Fee for Organizations with less than 10,000 donors: \$19,250**  
**Fee for Organizations with more than 10,000 donors: \$24,750**
- Phase II: An Initial Campaign Plan and Training (Approximately 10 months)  
**Fee for Organizations with less than 10,000 donors: \$15,950**  
**Fee for Organizations with 10,000+ donors: \$22,550**
- Phase III: Fees TBD Based on findings from Phase I and Phase II

#### **Payment Plan**

An initial 50% of the total fee is due upon the contract being signed.

#### **Monthly Retainer**

The final 50% will be invoiced on a monthly basis. Any invoices not paid within 15 days of receipt may be subject to a late fee. The Wright Collective monthly retainer will not be increased during the first year of engagement. Thereafter, the monthly retainer may be adjusted consistent with the needs of the business, the services rendered, and the cost of living.

#### **Travel and Expense Policy**

Wright Collective will make every effort to keep expenses minimal and work with existing company resources, if possible. If elements of the scope of work require significant outside talent

such as writers, marketing support, etc., Wright Collective will hire and manage resources with the approval of the organization. Outside vendors will be billed directly to the organization, outside of the retainer.

Travel within a 60-mile radius of our York, Maine office is included in this scope of work. Travel outside that area will be billed itemized on each monthly invoice along with any travel, mileage, parking, meals, and other incidentals.

### **Termination of Agreement**

This Agreement may be terminated at any time upon the mutual written agreement of both parties. If such is determined, fees paid are not refunded.

### **Confidential Information**

Any discussions held between the organization and Wright Collective, and any company information given to us during this process will be held in the strictest of confidence. No proprietary information will be shared outside of this relationship without your approval. identity may be used by me in marking materials for my business. However, Wright Collective retains the right to use the organization's name and logo on our website, marketing materials, future proposals and on social media. Clients also gain access to blog spots and media contacts retained by the company.

Thank you again for this opportunity. We look forward to learning more about the Lewiston Library and how we can partner to better meet the needs of your community today and in the future.

Sincerely,



Alyssa Wright, CEO  
Wright Collective