



2016 Fees

501 Commons provides management and technology assistance to nonprofits of all types and sizes, including information and referral services, training, coaching, facilitation/meeting design, and consulting. Consulting services include financial services; human resources; technology infrastructure; web, strategy, and database; planning; program design and evaluation; marketing and communications; board development; organizational development; facility management; volunteer programs; emergency preparedness; and resource development. The range of services is broad because we bring a broad base of experience together in one practice through staff and service corps members with diverse backgrounds and areas of expertise.

Services may be provided by staff or by members of the service corps, who are professionals who volunteer their time. If service corps members are engaged in the project 501 Commons charges a sliding scale fee (an hourly rate times the number of hours we estimate the project will require.) The sliding scale fee is based on the total budget of the agency (or the departmental budget for schools and government). 501 Commons aims to have our services accessible by organizations of all sizes, and sliding scale fees are made possible thanks to generous contributions of skilled volunteer time along with philanthropic support.

At times, it may be necessary or beneficial for a consulting project to be completed by a staff consultant rather than a service corps member. Similarly, service corps members may be pulled into a consulting by an existing partner client. In service areas where staff consultants work alongside volunteer service corps members, it is our practice to not charge more for service corps time than staff time.

Membership Program

501 Commons values have a long term relationship with organizations. This allows us to get to know the organization so that we can provide the best assistance and advice. Membership is open to all organizations but organizations using ongoing HR, financial, and tech services, those engaged in management and technology consulting contracts, or those who frequently attend our events will particularly benefit from joining because you will pay fees that are 10%-25% lower. Information about the Membership Program can be found at <http://www.501commons.org/explore/membership>

Membership fees are on a sliding scale:

<i>Annual Budget</i>	<i>Annual Dues</i>
Under \$100,000	\$50
\$100,000 - \$499,999	\$100
\$500,000 - \$1,499,999	\$200
\$1,500,000 - \$4,999,999	\$400
\$5,000,000 or more	\$500

Fee Schedule for Staff Consultants - Management Consulting Services

Staff Consultants	Service	Member Hourly Rate	Nonmember Hourly Rate
Nancy Long/Nan McKay/Doug Petrie	Management consulting	\$140	\$175
Duane Landon/Pragya Madan or other staff	Finance or HR consulting	\$100	\$120

Travel Time

Client work that requires staff to travel outside a 50 mile radius from the 501 Commons office results in billable travel time not to exceed 40% the hourly rate. Clients will be billed for direct travel expenses (airfare, mileage, lodging, per diem) at cost plus 10%. Travel time includes only those hours spent in transit and does not include hours at the destination, with the expectation that staff are able to work remotely on other projects.

Fee Schedule for Staff Consultants - Technology Services

	Member Hourly Rate	Nonmember Hourly Rate
Network	\$125	\$150
Website	\$135	\$175
SharePoint	\$135	\$175
Tech Strategy	\$135	\$175
Database	\$140	\$175

**Contracted "Partner Services" - HR, Financial Services and Tech Services
Staff may utilize Service Corps hours where appropriate at the same rate**

	Member rates	Nonmember rates
On-site Financial Services	\$75	\$80
Virtual Bookkeeping (not signer)	\$50	\$60
Virtual Bookkeeping (All inclusive)	\$45 or flat rate	\$55
CFO	\$100	\$120
HR Services - rate based on hours contracts.	\$75-3 hours/month	\$85
"Rollover" hours up to a monthly limit	\$65 - 5 hours/month	\$75
For 3 hrs/month- roll over hour =1 hr	\$60 - 10 hours/month	\$70
For 5 hrs/month- roll over hours =2 hrs	\$50 - 20 hours/month	\$60
For 10 hrs/month- roll over hours =3 hrs	\$45 - 40 hours/month	\$55
HR and Finance Quick Consults (staff or service corps)	\$25 per 15-minute increment	Same
IT Infrastructure Managed Services	Varies based on services needed. Call for pricing.	Member rate +20%
Database Support (requires at least 10 prepaid hours)	\$130 for prepaid hours, \$140 for additional hours	\$175
Salesforce Administrator (requires at least 5 hours per month)	\$85 per 15-minute increment; Minimum 5 hours per month.	\$125
Website Support (requires at least 5 prepaid hours)	\$125 for prepaid hours, \$135 for additional hours	\$175

Consulting Projects with Service Corps Members (\$280 minimum)			
Budget	Member rates	% of \$175 market rate	Nonmember Rate
0 - 100,000	40	23%	45.00
100,001-500,000	50	29%	60.00
500,001 - 1.5 million	60	40%	70.00
1,500,001 - 5 million	80	46%	90.00
5,000,001 -10 million	100	57%	115.00
10,000,001 - 20 million	120	63%	140.00
20,000,001 and over	140	80%	160.00

Fee Scale for Service Corps Coaches			
Budget	Member rates	% of \$125 market rate	Hourly Rate
0 - 100,000	40	36%	45.00
100,000 - 500,000	45	44%	55.00
500,001 - 1.5 million	50	48%	60.00
1,000,001 - 5,000,000	60	56%	70.00
5,000,001 - 10 million	70	60%	75.00
10,000,000 - 20 million	80	72%	90.00
20,000,001 and over	90	80%	100.00

Finance & HR Consulting Projects with Service Corps			
Budget	Member rates	% of \$125 market rate	Hourly Rate
0 - 100,000	35	36%	45.00
100,000 - 500,000	45	44%	55.00
500,001 - 1.5 million	50	48%	60.00
1,000,001 - 5,000,000	60	56%	70.00
5,000,001 - 10 million	65	60%	75.00
10,000,000 - 20 million	75	68%	85.00
20,000,001 and over	80	72%	90.00

Program Fees - All fees are shown at member rates. Nonmembers pay an additional 20%.				
Catalyst (fundraising cohort)	Budget Size	Catalyst Fee	Satterberg Grant	Total Cost
	\$0 - \$399,000	\$700	(\$500)	\$200
	\$400,000 - \$699,999	\$800	(\$500)	\$300
	\$700,000 - \$999,999	\$900	(\$500)	\$400

	<p>\$1M - \$1,499,999 \$1000 N/A \$1000</p> <p>Above \$1,500,000 \$1100 N/A \$1100</p>
Climate Survey (HR Service)	<p>Consultation and Customization Option Cost: \$1400 plus \$12 per employee after 30 employees</p> <ul style="list-style-type: none"> • Confidential on-line administration (paper copies at additional cost of \$2/employee) • Up to 5 custom questions • Written report and analysis • Sample communications • Up to 8 hours of consulting time to customize the survey, write the report, debrief on the report, and provide advice on communicating the results. <p>Survey only Cost: \$600 plus \$8 per person after 30 employees</p> <ul style="list-style-type: none"> • Confidential on-line administration (paper copies at addl. cost of \$2/employee) • No customization. • Results reporting only. • No consulting. <p>There are 73 questions and we advise people that it will take 5-15 minutes to complete.</p>
Financial Fitness for Nonprofits	<p>Financial Assessment: Provide 501 Commons financial assessment and intake survey, review intake survey & assessment and financial statements, 990's current policies, etc., followed by 2 hours consultation with client (3-5 hours)</p> <ul style="list-style-type: none"> ▪ 0-\$499,999 = \$200 ▪ \$500,000 - \$1,499,999 = \$300 ▪ \$1,500,000- \$4,999,999 = \$400 ▪ \$5,000,000 and up = \$500 <p>Developing Financial Policies and Procedures: Includes review of assessment survey and financials; 2-hour educational session on policies and internal controls; up to 2 hours after the educational session for review of policies and procedures manual created by the organization, and post-project assessment.) Total: About 6 hours Consulting rates apply, examples (member rates)</p> <p>0-\$100,000 \$240 100,001 - 500,000 \$270 500,001-1.5 million \$300</p> <p>Workshops Workshops are offered periodically to the general nonprofit community and are available for individual organizations. The</p>

	<p>organizational fees are as follows:</p> <ul style="list-style-type: none"> • Understanding Applying for a Line of Credit (1.5 hours) • Basic Training for Executive Directors includes training materials and a 2-hour session for up to three staff members. (2 hours) • Preparing for a Capital Campaign: 1-hour session for boards of directors and key staff who would be involved in a capital campaign, and resources for selecting a campaign consultant. (3 hours) • Financial Fitness for Boards: 90-120 minutes, includes review of orgs assessment and financials (6 hours) : <p>1-3 hours session</p> <ul style="list-style-type: none"> • 0-\$499,999 - \$100 • \$500,000- \$1,499,999 - \$200 • \$1,500,000 – \$4,999,999 - \$300 • \$5,000,000 and up - \$400 <p>3-6 hours session</p> <ul style="list-style-type: none"> • 0 - \$499,999= \$200 • \$500,000 - \$1,499,999 = \$400 • \$1,500,000- \$4,999,999 = \$600 • \$5,000,000 and up = \$800 <p>6-8 hours</p> <ul style="list-style-type: none"> • 0-\$500,000 = \$300 • \$500,000 - \$1,499,999 = \$600 • \$1,500,000- \$4,999,999 = \$1800 • \$5,000,000 and up = \$2400 								
<p>HR Toolkit (a cohort to work on basic HR issues)</p>	<p>The HR Toolkit program provides you with training during the cohort meetings and approximately 25 hours of consulting to help you assess and improve your human resource practices. The value of the program is \$3500. Thanks to philanthropic support, participation costs are much lower:</p> <p>Budget Size</p> <table data-bbox="544 1438 1015 1575"> <tr> <td>\$0-499,999</td> <td>\$250</td> </tr> <tr> <td>\$500,000 – 1,499,999</td> <td>\$500</td> </tr> <tr> <td>\$1,500,000 - \$4,999,999</td> <td>\$750</td> </tr> <tr> <td>\$5,000,000 and up</td> <td>\$1,000</td> </tr> </table>	\$0-499,999	\$250	\$500,000 – 1,499,999	\$500	\$1,500,000 - \$4,999,999	\$750	\$5,000,000 and up	\$1,000
\$0-499,999	\$250								
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\$5,000,000 and up	\$1,000								
<p>Mighty Mouth Workshop (Minimum 5 participants)</p>	<p>Budgets up to \$499,999 = \$100 Budgets above \$500,000 = \$200 Additional coaching at regular hourly rates.</p>								
<p>Policy Governance (also known as the “Carver” approach to governance)</p>	<ul style="list-style-type: none"> • Group workshop (provided 2 x/year): \$100 - 2 to 3 hours • Board presentation: 90 minutes - 2hrs - \$300 • Policy Development: Consulting rates apply. • Consultation on current use of Policy Governance: Consulting rates apply 								

Pathways (good starting point for org that does not know what it needs)	Organizational assessment process, review of organizational materials, 2-3 interviews, followed by recommendations for next steps. Eight hours of assistance at \$50 per hour. Total fee = \$400												
Plan IT! (technology planning cohort)	Thanks to philanthropic support, Plan IT is provided to nonprofit clients free of charge.												
Prepare/Respond/Serve (emergency and service continuity plans)	Budgets under \$5 million - \$2500 Assume 4-5 months for planning Two consultants: Assume 27 hours per consultant x 2 = 54 hours Can also contract at an hourly rate of \$50/hour if the organization has a partially completed plan Budgets above \$5 million - \$5000 Assume 6-7 months for planning Two consultants: Assume 40 hours per consultant x 2 = 80 hours Can also contract at an hourly rate of \$70/hour if the organization has a partially completed plan												
Springboard (a cohort based program for arts and cultural organizations)	<table border="0"> <tr> <td>Budget Size</td> <td></td> </tr> <tr> <td>\$0-300,000</td> <td>\$400</td> </tr> <tr> <td>\$300,001 - 500,000</td> <td>\$850</td> </tr> <tr> <td>\$500,001 - \$800,000</td> <td>\$1300</td> </tr> <tr> <td>\$800,001 - \$1,200,000</td> <td>\$2,250</td> </tr> <tr> <td>\$1,200,001 and up</td> <td>\$2,700</td> </tr> </table>	Budget Size		\$0-300,000	\$400	\$300,001 - 500,000	\$850	\$500,001 - \$800,000	\$1300	\$800,001 - \$1,200,000	\$2,250	\$1,200,001 and up	\$2,700
Budget Size													
\$0-300,000	\$400												
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\$800,001 - \$1,200,000	\$2,250												
\$1,200,001 and up	\$2,700												
VIP 360	Thanks to philanthropic support, Plan IT is provided to nonprofit clients free of charge.												

Service Grants

The difference between the amount the organization would have paid and the sliding scale fee charged by 501 Commons for service corps members is a service grant to the organization. This grant is an in-kind donation and must be disclosed on the client's financial reports. 501 Commons appreciates being acknowledged by the organization in published documents such as annual reports, lists of donors on the website etc.

The following language is in each contract:

This contract is valued at _____. 501 Commons is providing a service grant of ___, which is an in-kind donation to the Client. Client will pay \$ (a rate of \$ per hour, or % of market rate).

One half of the fee (\$) is due and payable when the agreement is signed. After completion of the work described herein, the balance of the fee is due within thirty days of receipt of the final invoice. A late payment charge of 7% per month will be applied to unpaid balances

beginning sixty days after the date of the invoice. Unless otherwise agreed to in writing by the parties, the client will approve and is responsible for any expenses incurred in connection with this Agreement.

Note: The 501 Commons donation of services must be reported in the Client's financial reports as contributed services per SFAS No. 116, Section 9.