



(Date)

To: (Client Name, Organization Name, Address)

From: Rev. Dr. Kymm Hockman

Ref: (Specific Survey) Scope of Work

Dear (Client),

Thanks for meeting with me recently to discuss the needs of (your organization) to conduct the (SPECIFIC) survey in preparation for the (Event requiring survey and date it is needed). I am very happy to help you with this work. This letter is intended to outline the scope of work anticipated for the involvement of *Genesis Equipping Ministries* on this project. If this accurately reflects your understanding, please simply send me an email to confirm. If there are changes needed, please let me know those needs as well so we can approach this work with the same expectations.

It is my understanding that (Your organization) would like *Genesis Equipping Ministries* to complete the following work. The numbers in () represent the anticipated number of *G.E.M.* hours involved:

Design the (Year-Specific) Survey

- ❖ Is there previous data/survey on which to base this? If so, state how it will be linked.
- ❖ Meet with (Client staff) to develop the survey objectives and learn the specific information needed for the (Event needing the results). (2 hrs)
- ❖ Craft the questions and enter them into survey software available to *G.E.M.* (~8 hours depending on how much was pre-existing)
- ❖ Collaborate with (Client staff) on updating drafts until (Client staff) is satisfied with the survey design. (2-4 hrs)
- ❖ This assumes that the client organization has the mailing lists and emails needed for the target population.

Test the Survey

- ❖ Send this survey to selected individuals to pilot the questions and estimate the time needed to complete it
- ❖ Make adjustments, as needed, based on the pilot. (included above as we only did one round of upgrades)

Send the Survey

- ❖ Provide the link to the survey to (client organization) staff for broad distribution. *Genesis Equipping Ministries* is not providing any additional distribution lists for this project.
- ❖ Status reports will be sent during the collection period to monitor response rate in order to time reminder notes. (1 hr)

Analyze the Survey

- ❖ *Genesis Equipping Ministries* will provide a complete analysis of each question and a list of comments submitted by those completing the survey, maintaining the anonymous nature of the survey. (8 hrs)
- ❖ General observations and comparisons to any previous survey will be provided, as appropriate.
- ❖ *Genesis Equipping Ministries* will meet with (client organization) Staff to review the results and discuss in what form you would like them presented (Word, PowerPoint, Raw Data?) (1 hr meeting, 2-4 hours final presentation prep)

- ❖ (Client Organization) will have the opportunity to review the results and analysis and request additional analyses. If these are possible, given the survey design, *Genesis Equipping Ministries* will provide whatever additional analyses are requested (these might be of the “dig deeper into survey responses” nature.) (as needed, 0 up to 16 hrs)
- ❖ This does not include personal follow-up with survey respondents by *Genesis Equipping Ministries*. If this additional service is desired in the future, we can discuss the possibility of expanding this scope of work.

All of this will be completed in time for the (Required deadline) meeting.

The fees for engaging *Genesis Equipping Ministries* range between \$40-50/hour for non-profit organizations. For your records, and those of *Genesis Equipping Ministries*, you will be informed of the actual hours spent. The invoiced time spent is XX hours, with potential for XX more analysis hours if a more complex, comparative analysis proves useful and needed. This invoice is for the XX hours charged at \$40/hour, for a total of \$XXX, payable to *Genesis Equipping Ministries*.

Sincerely,

A handwritten signature in black ink that reads "Kymm Hockman". The signature is fluid and cursive, with a large loop at the end of the last name.

Rev. Dr. Kymm Hockman
Genesis Equipping Ministries
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302-379-5105.