



Project Proposal
for
Children's Trust of Alachua County
Nonprofit Lifecycle Assessment: Pilot
May 2026

1. Project Summary

The Children's Trust of Alachua County (CTAC) is seeking a consultant to work with up to seven of their nonprofit grantees on completing a Nonprofit Lifecycles Selfie analysis of organizational capacity and one-year operational plan.

2. Project Objectives

- Participating nonprofits understand where their organization is in the nonprofit lifecycle and what capacity building needs exist to support the growth and sustainability of the organization.
- Participants leave with a solid draft of an operational plan to use as a framework for building organizational capacity over the following 12 months.

3. Scope of Work

Tracy Burger, LLC (TB) will lead participating nonprofits in developing individualized operational plans to build capacity as informed by Nonprofit Lifecycles Institute's "Selfie" survey. Services include:

- Participation in a virtual one-hour informational session with participating nonprofits.
- Facilitation of online survey completion.
 - Coordinate availability of the Selfie with Nonprofit Lifecycles Institute
 - Provide suggested message/instructions to participant board and staff for completing the Selfie
 - Follow up with participating nonprofit leaders on survey completion numbers to obtain maximum number of responses
- Analysis of Selfie data to inform facilitated session.
- Facilitation of a five-hour in-person workshop with minimum of two leaders each of participating nonprofits to review Selfie analysis and develop their one-year operational plan.

- Follow up virtual check in with participating nonprofits one-month following facilitated workshop.
- Follow up virtual check in with participating nonprofits six-months following facilitated workshop.
- Available for 15-minute one-on-one “office hours” as requested with participating nonprofits by participants up to 12 months following facilitated session.

4. Timeline

This project will take place over the summer of 2026. Estimated time from informational webinar to facilitated workshop is six weeks.

Parties to agree on workshop session date at time of contract approval.

5. Fees and Payment Terms

- Online Selfie Assessment: \$300/participating nonprofit to be invoiced to CTAC at time of nonprofit participant agreement.
- Fee for specified Scope of Work is \$6,000, 50% due at time of contract agreement and 50% due at time of facilitated workshop
- Invoices to be paid within 30 days of invoice date.

6. Terms

CTAC understands that TB may be engaged by one or more other institution(s) for services. In this regard, TB will not become a party to any agreement that conflicts with TB’s performance of the contract service. CTAC may terminate this Proposal if, in its reasonable opinion, the performance of such services will conflict with its interests.

In its capacity as an independent contractor, TB agrees and represents, and CTAC agrees, as follows:

- TB has the right to perform services for others during the term of this Proposal.
- TB has the sole right to control and direct the means, manner, and method by which the services required by this Proposal will be performed.
- TB has the right to hire assistants as subcontractors or use employees to provide the services this Proposal requires.
- Neither TB nor TB’s employees or contract personnel shall be required by CTAC to devote full time to the performance of the services required by this Proposal unless expressly agreed to in writing.
- Either party may terminate this Proposal with 30 days written notice. TB will invoice CTAC for any unpaid fees if this Proposal is terminated.
- TB is an independent contractor and not an employee of CTAC.
- TB shall be entitled to no benefits or compensation from CTAC except as outlined in this Proposal.

- TB shall be solely responsible for paying all taxes due on the income received for performing the contract services.

Both parties acknowledge that they have read, understand, and agree to the terms and conditions of this Proposal by signing and dating below.

Children's Trust of Alachua County

Tracy Burger, LLC

By: _____

By: _____

Marsha Kiner
Executive Director

Tracy Burger
Owner

Date: _____

Date: _____

Submitted by:

Tracy Burger

Email: tracy@tracyburger.com

Phone: 352-256-5503