



CONSULTING SERVICES PRICING GUIDE

SEPTEMBER 2023

Navigating this Guide

Pricing is available below for all of our subject areas. Each area of expertise is separated into two pricing categories. First, the basic package provides core services that are traditionally needed for a project to succeed. Optional add-ons that can be useful depending on the project at hand and in some cases are needed. This service category's pricing is negotiable to fit the project's objectives and goals with a base price range present to serve as a guide for clients to budget plan.

If a client is interested in more than one service, a price can be discussed to fit the project.

For questions regarding pricing, please email Katy Klettlinger at katy.klettlinger@lyrasis.org.



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Digitization

Basic

\$7,500-\$9,000

(\$6,750-\$8,100 for Lyrasis members)

Our team of subject matter experts provide:

- Preliminary & kickoff meetings
- Reviews background documents, documentation, policies, and procedures provided by staff
- Conducts interviews, surveys current information systems and digital collections.
- Reviews the institution's unique resources, hardware and software technological infrastructure, and political constraints
- Develops assessment and other applicable deliverables for staff and reviews staff responses
- Prepares a report/action plan with written observations and recommendations pointing to best practices in the field, and detailing the institution's unique situation and areas for improvement

* Pricing dependent on days of service (\$1,500 a day/ \$1,350 a day for members) determined by consultant
*Travel fees incurred at cost by client
*Members receive a 10% discount on consulting services

Optional Add-ons

pricing dependent on project

Digital Preservation:

Our team of subject matter experts provide:

- Presentation of findings to a subset or the entire stakeholder group
- Training/Workshop Add-on

Program Management:

Our team of subject matter experts provide:

- Evaluation of digitization workflows and processes Writes detailed recommendation report on productivity, efficiency and management on collection digital lifecycle.
- Presentation of finding to the Administration, a subset or the entire stakeholder group
- Documentation Add-on (infographics, documentation templates, presentation templates)

Metadata Analysis:

Our team of subject matter experts provide:

- Creates best practices metadata style guide using site specific collections information and records as examples
- Training/Workshop Add-on

*Most projects fall under this category

*Pricing negotiable for additional days of work based on a rate of \$1,500 a day/ \$1,350 a day for members

*Members receive a 10% discount on consulting services (excludes travel fees)

Disaster Planning & Response

Basic

\$7,500

(\$6,750 for Lyrasis members)

Our team of subject matter experts provide:

- Preliminary & Kickoff meetings
- Preliminary data collection and research
- Project data collection via interviews, focus groups, meetings, review of existing documents, etc.
- Development of Disaster Planning Report (topics to be covered in plan)
- Draft Disaster Plan Document (local information to be added by client)

* Pricing dependent on days of service (\$1,500 a day/ \$1,350 a day for members) determined by consultant

*Travel fees incurred at cost by client

*Members receive a 10% discount on consulting services

Optional Add-ons

pricing dependent on project

Our team of subject matter experts provide:

- Infographic or Pocket Plan Development
- Enhanced scope or larger shareholder group
- Training/Workshop Add-on

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*Members receive a 10% discount on consulting services (excludes travel fees).

Preservation & Environmental Assessment

Basic

\$7,500

(\$6,750 for Lyrasis members)

Our team of subject matter experts provide:

- Preliminary & Kickoff meetings
- Preliminary data collection and research via Pre-Survey Questionnaire
- Project data collection via interviews, focus groups, meetings, review of existing documents, and Virtual Tour of Facility
- Development of Preservation Survey Report

* Pricing dependent on days of service (\$1,500 a day/ \$1,350 a day for members) determined by consultant
*Travel fees incurred at cost by client
*Members receive a 10% discount on consulting services

Optional Add-ons

pricing dependent on project

Our team of subject matter experts provide:

- Follow up Infographic Marketing Materials to Promote for Buy-in
- Training/Workshop Add-on

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*Members receive a 10% discount on consulting services (excludes travel fees).

Space Planning

Basic

\$7,500-\$9,000

(\$6,750-\$8,100 for Lyrasis members)

Our team of subject matter experts provide:

- Preliminary & Kickoff meetings
- Preliminary data collection and research
- Project data collection via interviews, focus groups, meetings, etc.
- Space Assessment
- Detailed recommendation report 2-D basic building design schematics (workflow and identification of spaces), and finalization.

* Pricing dependent on days of service (\$1,500 a day/ \$1,350 a day for members) determined by consultant

*Travel fees incurred at cost by client

*Members receive a 10% discount on consulting services

Optional Add-ons

pricing dependent on project

Institution Direct:

Our team of subject matter experts provide:

- Environmental Assessment
- Infographic Marketing Materials to Promote for Buy-in
- Optional onsite visit, travel expenses apply
- 3-D design of spaces including furniture and equipment placement
- Design board of selected furniture models, fabrics, carpeting, color schemes, etc.
- Onsite Add-on (travel expenses apply)

Architectural Firm Direct:

- Options in institution direct service
- Assist in preparation during bid process
- Participation firm led meetings
- Coordinate visits of peer institutions for data collection
- Provide facility best practices and standards for construction and design of space

*Most projects fall under this category

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*Members receive a 10% discount on consulting services (excludes travel fees)