

Scopes of Work for Service Partners

Activity Based Costing

The following is a general overview of the consultant services required for Activity Based Costing:

- Identify and document the cost drivers and activities that comprise key support functions.
 - Key support functions may be identified as human resource, accounting, procurement, information technology, sales and service delivery support and others as identified.
- Measure, through detailed data capture, the amount of time spent on each of the identified activities at current service levels.
- Calculate the unit costs for cost drivers using labor and technology expenses as key inputs.
- Build a baseline of annual operating costs for the organization.

Organizational Support

The following generally describes the consultant services required for Organizational Support.

The contractor will provide support services for Missouri Enterprise as an organization and also provide "Project Manager" (PM) services in support of Missouri Enterprise's engagements with its clients. The contractor duties include supporting other Project Managers to meet the agreed upon expectations of Missouri Enterprise clients. More specifically, the contractor will be required to:

- Advise and counsel technology and value-added agriculture clients on business formation and strategy.
- Advise and counsel Missouri Enterprise and selected clients in the area of technology commercialization.
- Advise and counsel in contracting, negotiating, licensing and taxation matters.
- Develop feasibility analyses, business plans and marketing plans.
- Review and critique written documents before presentation to Missouri Enterprise clients.
- Develop grant applications of a non-technical nature.
- Perform financial analyses and audits.
- Organizational assessment.

Marketing Plan Development

The following is a general overview of the consultant services required for Marketing Plan Development:

The contractor will provide support services for Missouri Enterprise as an organization and also provide "Project Manager" (PM) services in support of Missouri Enterprise's engagements with its clients. The contractor duties include supporting other Project Managers to meet the agreed upon expectations of Missouri Enterprise clients. More specifically, the contractor will be required to:

- Develop the generally accepted elements of a marketing plan specific to the business needs of Missouri Enterprise clients.

Human Resources Support

The following is a general overview of the consultant services required for Human Resources Support:

The contractor will provide support services for Missouri Enterprise as an organization and also provide "Project Manager" (PM) services in support of Missouri Enterprise's engagements with its clients. The contractor shall also support other Project Managers in meeting the agreed upon expectations of Missouri Enterprise clients. More specifically, the contractor will be required to:

- Facilitate organizational planning strategies.
- Develop HR practices and policies.
- Facilitate assessment of human resources.
- Develop employee/human relations strategies.
- Facilitate recruitment activities.
- Develop customized training programs.
- Facilitate assessment surveys.
- Facilitate meetings.
- Develop human resources function assessments.

Engineering Support Services

The following is a general overview of the consultant services required for Engineering Support Services:

The contractor will provide support services for Missouri Enterprise as an organization and also provide "Project Manager" (PM) services in support of Missouri Enterprise's engagements with its clients. The contractor shall also support other Project Managers in meeting the agreed upon expectations of Missouri Enterprise clients. More specifically, the contractor will be required to:

- Support the application of engineering disciplines for technical support of operations.
- Support the application of standardized methodology to create and validate existing systems and processes.
- Design, build, fabricate, test and evaluate newly integrated process systems.
- Fabricate and machine replacement parts as required.
- Support efforts required to prepare and assure that all system support documentation reflects the latest design, configuration, integration, and installation concepts.
- Apply engineering and analytical disciplines to ensure that safety is considered in all aspects of design, development, operation, maintenance, and modification of systems and platforms.
- Facilitate assessment surveys by applying engineering and analytical disciplines to identify, document and verify the functional, performance, and physical characteristics of systems and recommend improvements.
- Facilitate meetings.
- Apply engineering and analytical disciplines to ensure that the processes and products used in design, development, fabrication and manufacture, result in quality products.
- Apply engineering and analytical disciplines required for technical support and instruction on products and processes.

Employee Recruitment Services

The following is a general overview of the services required for Employee Recruitment Services:

The contractor will provide employee recruitment services in order to fill six Project Manager positions within Missouri Enterprise. More specifically, the contractor will be required to:

- Meet with the Chief Operating Officer in order to become familiar with search parameters, applicant requirements and to define procurement efforts.

Employee Recruitment Services Continued

- Develop appropriate advertising for selected media distribution.
- Resource qualified candidates.
- Perform initial screening of qualified candidates.
- Conduct initial interviews of qualified candidates.
- Evaluate interviewees.
- Check references of qualified candidates.
- Determine "best fit" within Missouri Enterprise Project Manager profile.
- Negotiate with candidates on behalf of Missouri Enterprise.
- Provide performance guarantee.

Implementation of the Principles of Lean Manufacturing

The following is a general overview of the consultant services required Implementation of the Principles of Lean Manufacturing:

The contractor will provide "Project Manager" (PM) services in support of Missouri Enterprise's engagements with its clients. The contractor duties include supporting other Project Managers to meet the agreed upon expectations of Missouri Enterprise clients. More specifically, the contractor will be required to:

- Create an understanding and "buy-in" of the importance of change in all employees.
- Prepare all employees for the cultural change that will be forthcoming.
- Accomplish one-on-one mentoring of management and other key employees regarding the importance of their 100% commitment to the "lean journey".
- Train selected facility and departmental "champions".
- Assist in the development and administration of the communication campaigns to establish employee "ownership" of responsibilities in their work areas, equipment, etc.
- Develop and maintain a "plan of action" to include scheduling, timelines, milestones, and specific responsibilities.

Implementation of the Principles of Lean Manufacturing Continued

- Develop and maintain a master project schedule in order to monitor all project events for quick visual review by management.
- Assist in the development and delivery of training specific to client needs to include kaizen events.
- Assist in value stream or processing mapping activities and train employees in the implications of its results.
- Apply other "lean manufacturing tools" as required.
- Apply generally accepted best practices and process management tools to all aspects of the project.
- Participate in periodic "report-outs" to client management teams.