

**Project Plan**



4610 S Technopolis Drive, Ste 103  
Sioux Falls, SD 57106  
Phone: 605-332-3386  
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**City of Rapid City**

This contract is based on the specifications contained in this form. Should specifications change, a revised project budget will be provided.

Please review the specifications and terms and conditions portion of this Project Plan prior to signing.

Upon signing this Project Plan, your project is considered firm and all facilities will be reserved on your designated start date. If you subsequently need to cancel and/or postpone your start date for the project, we request a minimum of 24 hours advance notice. Failure to do so may result in billing for the hours reserved.

Please review, sign, and return one copy of this Project Plan that will indicate your agreement with its terms.

Acknowledged by: \_\_\_\_\_  
Name, Title

this \_\_\_\_\_ day of January, 2012

Robinson & Muenster  
Associates, Inc. by:   
\_\_\_\_\_  
Phil Clark, Chief Executive Officer

**Contract# RAPC01A**

# Project Plan

Robinson & Muenster Associates, Inc.  
4610 S Technopolis Drive, Ste 103  
Sioux Falls, SD 57106

<b>Date</b>	January 24, 2012
<b>Client</b>	City of Rapid City Data delivered to: USD Government Research Bureau (USD GRB) 414 E Clark Street Vermillion, SD 57069
<b>Contact Name Phone/Fax/e-mail</b>	Rich Braunstein Professor, Department of Political Science University of South Dakota 605.677.5244 (office) 605.670.0117 (cell)
<b>Type of Project</b>	Rapid City Senior Plan Survey
<b>Sample Specifications</b>	<ul style="list-style-type: none"> <li>• Listed for presence of age appropriate respondent</li> <li>• Potential supplement with AARP member list</li> </ul>
<b>Project Specifications</b>	<ul style="list-style-type: none"> <li>• USD GRB to develop the survey instrument</li> <li>• Survey to average 12-minutes or less.</li> <li>• Quotas will be based on one caregiver and three age group categories throughout the three voting precincts in Rapid City, SD</li> <li>• RMA to program instrument into CATI system.</li> <li>• RMA will provide fielding reports including frequency counts periodically throughout data collection</li> <li>• RMA will deliver data in standard format specified by USD GRB</li> <li>• RMA will be available for telephone or email consulting on the results.</li> </ul>
<b>Data Transmission</b>	e-mail: <a href="mailto:philc@rma-inc.com">philc@rma-inc.com</a> or <a href="mailto:davidw@rma-inc.com">davidw@rma-inc.com</a>
<b>Tentative Schedule</b>	RMA will make contact, collect data, and return data as indicated. February 15                      Program instrument February 20                      Begin fielding February 27                      Fielding completed February 29                      Final data delivered to USD GRB
<b>Deliverables</b>	Open-end responses, Final data file delivered by February 29, 2012
<b>Costs</b>	500 Senior or caregiver surveys--\$20.00 each
<b>Other Expenses</b>	Any cost related items/services not listed above, requested by "USD GRB" and, agreed to by "USD GRB" and RMA.
<b>Project Cost</b>	N= 500, \$10,000.00
<b>Terms/Conditions</b>	Project total to be invoiced upon delivery of final data and is due upon receipt.
<b>Payment Information</b>	Phil Clark, CEO RMA, Inc. 4610 S Technopolis Drive, Ste 103 Sioux Falls, SD 57106

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