

September 21, 2012

TO: Commissioners and Alternates

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SUBJECT: Staff Report and Recommendation on Consultant Services to Support the Commission's Strategic Planning Process
(For Commission consideration for October 4, 2012)

Summary and Recommendations

The staff recommends that the Commission authorize the Executive Director to enter into a contract for an amount not to exceed \$35,000 for up to a six-month period for facilitation services to revise and update the Commission's current strategic plan. The staff further recommends that the Commission authorize the Executive Director to amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided.

Staff Report

On May 20, 2010, the Commission adopted its current Strategic Plan. The Commission was scheduled to update the plan in March 2012, but postponed the update until it completed the Executive Director hiring process. The Commission and staff are poised to revise and update the Commission's strategic plan in a new process that will involve Commissioners and staff on a larger scale than in prior years. To develop the new plan, the staff and Commission will need the assistance of a facilitator skilled in strategic planning. The facilitator will lead the Commissioners and staff through the process of creating and updating measurable goals and objectives that will inform the Commission's (and individual staff) work plan for the next three years.

The staff has contacted private and public sector facilitators and will select one that will provide the Commission with the best facilitation services for the greatest value. In addition, the Executive Director will ensure that the consultant has an understanding of the current fiscal and policy environment that will have an influence on BCDP in the next several years. Staff recommends that the Commission authorize the Executive Director to enter into a contract or interagency agreement for an amount not to exceed \$35,000 for up to a six-month period for the purpose of providing facilitation services to update the Commission's current strategic plan.

