



Topic: **Reservoir Committee Agenda Item 1.4** **2020 May 21**

Subject: **Award Strategic Planning Facilitation Service Contract**

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**Requested Action:**

Approve a consulting contract with The Catalyst Group for facilitation services in an amount not to exceed \$50,000 and approve a time extension through December 31, 2020 for the existing contract with Darling H2O.

**Detailed Description/Background:**

The Reservoir Committee and Authority Board issued a Request For Proposal on April 23, 2020. Three responses were received from the shortlisted firms. A selection panel made up of Authority Staff, Reservoir Committee members and Authority Board members reviewed the proposals and invited all three for an interview. After conducting the interviews, the selection panel unanimously chose The Catalyst Group because of their strong experience working with organizations and addressing challenges similar to the Sites project, and their unique approach to the work.

The scope of work primarily involves designing a strategic planning program around the findings of the November 2019 draft Organizational Assessment that the facilitator thinks are most important to the success to the Project and include, but not limited to mission/vision, governance, subcommittees, outside relationships, communication and trust.

This planning session needs to be an in-person meeting, so timing is dependent on the shelter in place orders being lifted.

The selection committee consisted of the Executive Director, Authority Program Manager, both Chairs of the Reservoir Committee and Authority Board, and two Budget and Finance Workgroup members.

Following strategic planning there likely will be implementation activities to incorporate outcomes in business process changes. Staff will require assistance for this work and proposes to use a combination of The Catalyst Group and Darling H2O consulting services. The Darling H2O contract currently expires June 30, 2020 and requires the Authority to approve a contract extension through December 31, 2020.

**Fiscal Impact:**

Sufficient funds exist in the Phase 1B work plan budget to pay for the facilitation services. The contract will be structured to allow up to \$25,000 for the strategic plan development and up to \$25,000 for additional services for a total not to exceed amount of \$50,000. The Darling H2O contract has \$21,597 remaining in their approved contract budget that will not be exceeded.

**Prior Action:**

April 23, 2020: Approved following actions by the Authority Board relative to the approved Organization Assessment (OA) Report as follows: a) accept the plan and schedule for addressing the report findings and recommendations, b) concur with the scope, schedule and budget for strategic planning facilitation services, and c) approve release of a Request for Proposals for strategic planning facilitation services.

December 20, 2019: Approved Darling H2O to expand the scope of work to support the recruitment of a facilitator for Strategic Planning.

November 21, 2019: Darling H2O Consulting, Inc. presented the draft Organizational Assessment.

August 26, 2019: Approved a budget reallocation for the organizational assessment and execution of a sole-source professional services agreement with Darling H2O to perform an organizational assessment.

July 22, 2019: Discussed working on an organizational assessment plan to evaluate the structure of the Sites Project's program management team, Reservoir Committee, and the Authority.

**Fiscal Impact/Funding Source:**

Sufficient funds are available for this activity in the current work plan.

**Staff Contact:**

Jerry Brown

**Attachments:**

None.