

Requested Action:

Authorize a contract amendment with The Catalyst Group's for additional follow-on work related to the strategic plan in the amount of \$45,000, for a new total contract authority of \$95,000 and extend the term of the contract through June 30, 2021.

Detailed Description/Background:

The Catalyst Group was competitively selected to perform strategic planning services in May 2020. The Interim Strategic Plan was presented at the Joint September meeting and included adoption of updated Vision, Mission, Values, and Goals. During review of the plan it was highlighted that follow-on work was needed to complete action plans and roadmaps for the goal areas. The Plan of Finance development was identified as a critical part of the strategic plan and the facilitation skills provided by Catalyst along with their prior involvement in developing the Strategic Plan make them best qualified to assist in the facilitation elements of the Plan of Finance development.

The proposed contract amendment adds the following tasks:

- **Final Strategic Plan:** This task includes a small adjustment needed to complete of the strategic plan. Catalyst completed the Interim Strategic Plan within the \$25,000 authorized for this work. The Board had previously authorized another \$25,000 for follow-on work. In developing the specific scope for the follow-on work it was determined that an additional \$5,000 would be required primarily for work involving the permitting approach. (\$5,000)
- **Plan of Finance Support:** This task includes facilitating discussions between the Authority Board and Reservoir Committee around decision making and delegation of authority that will be part of plan of finance development. (\$30,000)
- **Optional Services:** Follow-on services not covered in the task order but potentially needed due to the uncertain outcome of facilitated discussions. Notice to Proceed on this task will proceed at a later date with an agreed upon scope and budget with Executive Director approval. (\$10,000)

Fiscal Impact:**Contract Ceiling Increase**

Amendment 1B spent for The Catalyst Group was \$24,877 of the \$25,000 in scoped services. The release of the \$25,000 optional services on the existing contract support is within the existing \$50,000 contract authorization from May 2020. The contract ceiling will be increased from \$50,000 to \$95,000 with this amendment.

Work Plan Budgets

The Amendment 2 Work Plan included a \$50,000 line item for finishing the strategic plan. The total \$30,000 total task fee for "Completing Final Strategic Plan" is within this budget.

Sufficient funds are Included in the revised Amendment 2 Work Plan - plan of finance placeholder to fund the "Plan of Finance Support" and the "Optional Services" totaling \$40,000.

Consultant activity will be monitored closely to ensure quality, timely deliverables and to ensure a positive project cash balance is always maintained.

Prior Action:

July 16, 2020: Reviewed and commented on the Strategic Planning Session Draft Agenda.

May 27, 2020: Approved 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.

April 22, 2020: Approved the Organization Assessment Report as follows: the plan and schedule for addressing the report findings and recommendations, the scope, schedule and budget for strategic planning facilitation services and release 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.

Staff Contact:

Jerry Brown

Attachments:

None.