

# South Bay Cities Council of Governments

October 14, 2013

DRAFT

TO: Steering Committee

FROM: Strategic Plan Subcommittee – Dan Medina, Ralph Franklin, Jim Goodhart &  
David Lesser

SUBJECT: Strategic Plan Consultant Recommendation

## BACKGROUND

At the July Steering Committee, a memo was presented which outlined the following:

- Requirements of the Jacki Bacharach & Associates contract with the SBCCOG for a strategic plan to be completed
- A proposed schedule
- A proposed scope and tasks
- The outline of a proposal
- The adopted Vision, Mission & Guiding Principles

At the August Steering Committee, approval was given for the release of a request for proposals for strategic planning services which were due on September 20. Four proposals were received. They were from Alta Mesa, Ellis/Edwards, KH Consulting and Management Partners. After a review of them by the subcommittee (members listed above), two of our city managers, as well as David Biggs, Jacki Bacharach and Kim Fuentes, agreed to interview three of the firms – Ellis/Edwards, KH Consulting and Management Partners.

On October 4, the interviews were conducted. The interview panel consisted of the members of the subcommittee as well as Palos Verdes Estates City Manager Tony Dahlerbruch and SBCCOG staff members Jacki Bacharach, Kim Fuentes and David Biggs. Upon conclusion of the interviews, it was the consensus of the group to recommend that Management Partners be retained to undertake the strategic planning process. This recommendation was made based on the fact that Management Partners provided a specific structure and process for how they would perform the work, the facilitator proposed had similar experience with local governments and agencies such as ours and they met our budget requirements. The other two proposers did not meet all of these criteria. Additionally, the final deliverable that Management Partners will provide the SBCCOG is a very usable implementation tool, which should provide Board members and staff guidance for future work programs. The one concern was their schedule, which was longer than what was outlined in the RFP. After discussion, their schedule did appear realistic, since this project is taking place through the holiday period. It was agreed that scheduling the full day workshop would best be done after the first of the year.

Reference checks were conducted with two agencies (Santa Barbara Council of Governments and Rancho Palos Verdes), which used Management Partners for the preparation for their

strategic plans and each said that they were pleased with the work done and would hire Management Partners again. In addition, Management Partners provided further information regarding the availability of their support staff in follow-up to the one question that the interview panel requested be addressed.

The schedule for the all day workshop was discussed and it was agreed to try to get the date fixed as soon as possible. With the holidays approaching, it was agreed to save a Friday in January.

### RECOMMENDATION

Recommend that the Board approve a contract with Management Partners in the amount of \$19,800 to assist the SBCCOG in developing a strategic plan.

It is further recommended that the Board select one of the three following dates for the full day workshop and hold that date to participate. The proposed dates are: Friday, January 17; Friday, January 24; or Friday, January 31.