

South Bay Cities Council of Governments

December 14, 2015

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Management Staff Services Contract

The SBCCOG's contract with Jacki Bacharach and Associates is scheduled to end on June 30, 2016. This contract provides for some of the SBCCOG's staff and management of the employees at the South Bay Environmental Services Center.

Because it is imperative that the SBCCOG have continuous staffing, the Steering Committee and Board should make a decision by the January meeting whether they want to solicit for proposals or re-negotiate with Jacki Bacharach and Associates.

A timetable for re-negotiation or solicitation and selection of the Executive Director and other SBCCOG staff should be approved so that there is no rush to decision at the end of the year.

Suggested timetables are as follows:

December Steering Committee

- Discuss whether to draft a Request for Proposal and/or start with a performance evaluation of the current staffing services.
- Start performance evaluation or preparation of RFP through appointment of a subcommittee.

January Steering Committee

- Make a recommendation to the Board re: re-negotiating with existing provider or soliciting proposals.

January Board meeting

- Approve Steering Committee recommendation.
- If the RFP is the approach, begin circulation on February 1, 2016 to be due March 11, 2016.
- If re-negotiation is the approach, invite Board members to provide comments for performance evaluation.

February Steering Committee

- Finalize performance evaluation and request scope of work and cost from JB&A for next 3 years.

February Subcommittee

- Review performance evaluation with Jacki Bacharach.

March Subcommittee

- Proposals reviewed, references checked, interviews conducted.
- Scope of work and cost from Jacki Bacharach and Associates for next 3 years reviewed

April Steering Committee

- Receive and discuss the recommendation from the subcommittee for new firm or JB&A. Request any further information before the Board meeting as well as making a recommendation to the Board.

April Board meeting

- Receive and approve recommendation.

May Board meeting

- Contract approved for signature starting 7/1/16 or if there is a transition, starting 6/1/16 at ½ time for a one month.

RECOMMENDATION

- Review process and schedule and determine how to proceed.
- Select a subcommittee for whichever direction is approved.