

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: 9/22/09

Time: 10:30 a.m.

Length: 30 min.

Presentation Title: Strategic Plan Outline

Department: County Administration, Finance/Purchasing

Presenters: Nancy Newton

POLICY QUESTION

This study session addresses the Board of County Commissioners' policy decision to conduct a strategic planning process. It proposes a detailed process on how to move forward on this important Board goal.

ISSUE & BACKGROUND

During a study session on August 11, 2009, the Board authorized staff to proceed with a proposal process for consulting services to conduct a strategic planning process. As discussed in the August 11 study session, staff has developed a draft proposed Request for Qualifications (RFQ) which is attached for the Board's review prior to distribution.

Staff is recommending a qualifications based selection process to provide the best opportunity to develop a specific scope of work for the strategic planning process. The RFQ process leverages the contractor's experience as well as the Board's direction to create the desired outcomes for the creation and implementation of a strategic plan. This process suggests a collaborative approach between the County and the most appropriate consultant. This will give the County the opportunity to fine tune and customize an approach that is best suited to the County's needs.

The proposal process suggested by staff is as follows:

Action	Proposed Timeline
1. Request for Qualifications (RFQ) released	09/30/09
2. Responses due to County	10/28/09
3. Evaluation Process	11/11/09
4. Committee provides ranked list to Acting County Administrator	11/20/09
5. Scope of work developed	12/01/09 – 12/15/09
6. Contract for services signed	12/29/09

QUESTION(S) PRESENTED FOR CONSIDERATION

1. What feedback does the Board have regarding the Request for Qualifications proposal process?
2. Does the proposed actions and timeline meet with the Board's expectations?
3. Does the Board have any additional questions, comments or directives to staff regarding the strategic planning process?

OPTIONS AVAILABLE

1. The Board could determine to release a final version of the Request for Qualifications document as proposed by staff (both in content and timeframe).
2. The Board could determine an alternate proposal process and/or timeline.
3. The Board could take no action at this time.

RECOMMENDATIONS

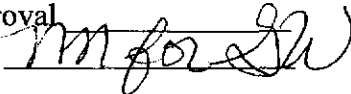
Staff respectfully requests that the Board authorize staff to proceed with a RFQ process based on the draft document submitted with a targeted release of September 30, 2009.

SCHEDULE FOR STUDY SESSION

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____



For information on this issue or copies of attachments, please contact _____ @ 503-_____

***5/2007 Version**