

**EXECUTIVE COMMITTEE**

**ACTION ITEM: 1.3**

**SUBMITTAL DATE:** January 15, 2015

**SUBJECT:** Strategic Planning Consultant

**RECOMMENDED MOTION:** That the Workforce Investment Board (WIB) Executive Committee approve a one (1) year agreement effective February 1, 2015 through January 31, 2016 with the Public Consulting Group (PCG) as the Strategic Planning Consultant.

**BACKGROUND:** On November 21, 2014, a Request for Proposal (RFP) was released for 30 days soliciting a Strategic Planning Consultant for Program Year 2014-2015. Two proposals were received by the established deadline of December 22, 2014. Staff evaluated the proposals based upon the criteria outlined in the RFP with a total possible maximum score of 100 points. On January 5, 2015, EDA/WDD Staff recommended PCG's proposal be awarded a total of \$22,205 based on a proposal score of 94%.

The Strategic Planning Consultant will lead/facilitate an annual spring WIB strategic planning retreat and assist the WIB in the development of a new and on-going strategic plan. The strategic plan is used to ensure the WIB's strategies meet the changing expectations of Riverside County residents, businesses, job seekers and the labor market. The plan is on a continuous quality improvement cycle; therefore, the Strategic Planning Consultant will be responsible for reviewing, recommending, updating and aligning Riverside County's Strategic Plan to the State's Strategic Workforce Development Plan.

The breakdown and deliverables for the initial WIA Program Year (PY) 2014-2015 cost of \$22,205 and subsequent program year's cost of \$7,795 is outlined in the following table:

Deliverable	Description	Cost
Facilitation of the WIB Strategic Plan Retreat	Facilitation of the one-day WIB Strategic Plan Retreat for up to 75 participants, including planning, development of overview, agenda, and objectives, communication, development of materials, and facilitation of sessions during the Retreat.	\$7,795
Strategic Plan Preparation and Finalization	Strategic Plan for Program Year that includes analysis of regional strengths and weaknesses; objective, goals and priorities as well as strategies for achieving goals and results; potential risks and mitigation strategies; and benchmarks based on measurable terms with specified time frames.	\$14,410
Strategic Plan Annual Review/Facilitation of	Annual Strategic Plan review includes analysis of available data and benchmarks	\$7,795

the WIB Strategic Plan Retreat	and developing/recommending adjustments to the plan.	
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The WIB will have the option to renew the agreement on an annual basis during the procurement period (2014-2018) based on the availability of Workforce Investment Act (WIA) or Workforce Innovation and Opportunity Act (WIOA) funding.

EXECUTIVE COMMITTEE  Date: January 15, 2015 Approval: Yes	BOARD OF SUPERVISORS CONCURRENCE  Required: Yes
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