

Agenda Item Summary

To: Policy Board

From: Matt Hart, Executive Director

Meeting Date: January 25, 2023

Subject: Resolution to Approve Contract Execution Between CRCOG and Grossman Solutions, LLC for CRCOG's Strategic Visioning Exercise

Introduction: In August 2022 CRCOG published a Request for Qualifications seeking a skilled facilitator to conduct a Strategic Visioning exercise to review existing needs of the region and identify key priorities for the organization for the next three to five years.

This exercise will consist of:

- A facilitated retreat with staff to define organizational values and mission, and to identify challenges, opportunities, and priorities.
- Creation of a summary document (Strategic Playbook) that captures vision and mission; organizational values; strategic priorities and initiatives; goals, objectives, and tactics to drive toward the strategic priorities; and metrics.
- Presentation of the summary document for review and input from the Policy Board and other CRCOG members.
- Reconciliation of findings from staff, Policy Board, and other CRCOG members into a final Strategic Playbook to serve the organization for the next three to five years.

Staff completed a comprehensive review of proposals and selected five candidates for interviews. The selection panel interviewed the candidates in November 2022. The panel selected two finalists, and staff checked references in December. As a result of this selection process, Grossman Solutions, LLC emerged as the preferred vendor. The selection committee cited Grossman's flexible approach, and their local presence and knowledge of the region as deciding factors.

At its meeting on January 18, 2023, the Executive Committee endorsed the selection.

Benefit to Member Towns/CRCOG: The Strategic Playbook, created with input from staff, Policy Board members, and other key stakeholders, will serve as a valuable resource to CRCOG and its members to prioritize projects and initiatives for the next three to five years, and to help guide decisions for many years to come. The project will also strengthen CRCOG as an organization by refining its vision, mission, and organizational values.

Financial/Operational Impact: Grossman Solutions' fee proposal is \$25,020. We have the option for the consultant to perform additional facilitation outside of the scope for a separate fee. The funding source will be Council Admin funds.

Project Schedule: Staff expects to complete the project in eight months.

Recommendation: I am seeking approval from the Policy Board to authorize me to prepare and execute a contract with Grossman Solutions, LLC to conduct the services outlined above, and further detailed in the attached proposal. I have attached a draft resolution for your consideration.

Attachments:

- Draft Resolution
- Proposal from Grossman Solutions, LLC, dated January 5, 2023

**Resolution Authorizing Execution of Contract Between
The Capitol Region Council of Governments (CRCOG) and Grossman Solutions, LLC for
CRCOG's Strategic Visioning Exercise**

WHEREAS, On August 11, 2022, the Capitol Region Council of Governments (CRCOG) issued a Request for Qualifications seeking a skilled facilitator to conduct a Strategic Visioning exercise that will review existing needs of the region and identify key priorities for the organization for the next three to five years; and

WHEREAS, A selection panel reviewed viable proposals and conducted interviews with finalists in Fall 2022; and

WHEREAS, Following a competitive process, Grossman Solutions, LLC was selected as the preferred consultant; **Now Therefore Be It**

RESOLVED, That CRCOG's Executive Director, or the individual authorized to act in that capacity, is authorized to act on behalf of the Capitol Region Council of Governments in negotiating, executing, and amending all appropriate and necessary contractual instruments with Grossman Solutions, LLC for the purposes of providing strategic planning and facilitation services.

CERTIFICATE The undersigned duly qualified CRCOG Board Member certifies that the foregoing is a true and correct copy of a resolution adopted by the voting members of the CRCOG Policy Board on January 26, 2023.

BY: _____

DATE: _____

Jason Bowsza, Secretary