

## SOUND TRANSIT

### MOTION No. M2000-09 Organizational Development and Support Contract BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action	Staff Contact:	Phone:
Finance Committee	January 20, 2000	Discussion/Possible Action	Betty Laurs, Director Marketing, Communications, and HR	206-398-5120

#### PROPOSED ACTION:

Approval of Motion No. M2000-09, authorizing the Executive Director to increase the current organizational development and support contract with Barbara Smith, Ph.D., from \$195,000 to \$300,000.

#### KEY FEATURES:

##### Highlights

- Services provided to date by Dr. Smith have been value-added and beneficial to Sound Transit's development.
- Dr. Smith will continue with tasks detailed in the scope summary and will provide support to the management group on an on-going basis.
- Compensation to Dr. Smith will be based on a composite hourly rate.
- Dr. Smith is a locally based organizational development firm.
- Dr. Smith is a certified WBE firm.
- Proposed contract extension is for one year through December 2000.
- Director of Communications, Marketing, and HR has responsibility for managing the contract.

##### Description

On November 1, 1997, the Executive Director executed a contract for \$100,000 for organizational development and support, after an advertised competitive procurement process. On February 10, 1999, the Executive Director executed a change order to increase the value of this contract to \$195,000. Contract-to-date expenditures are \$188,500.

#### IMPORTANCE OF ACTION:

To-date this contract has provided the following support detailed in the approved scope of work:

- Assisted the Executive Director with the development of the senior management team that included: developing strategic leadership of the organization; defining, implementing and ensuring accountability on shared approaches to manage toward the organization's values and intended culture; developing a shared understanding of members roles and responsibilities and overtime evaluating the effectiveness of the organization.
- Assisted the Executive Director and the senior management team with assessing the organization's working environment and culture.

- Assisted the Executive Director and senior management with the successful integration of new Sound Transit employees into the organization.
- Assisted individual departmental directors in developing their departmental organizational/staffing plans.
- Provide ongoing organizational development support as needed.

**Consequences of Delay**

Delay in extending this contract will result in not having organizational development support available to the agency for carrying out Sound Move.

**Alternatives**

- Initiate a competitive procurement process to re-procure these services from another source.
- Do not procure these services from an outside firm.

**FUNDING:**

Funds for this contract are budgeted in Human Resources at a level of \$300,000 for the year 2000. If the proposed contract increase is approved, an additional \$105,000 will be added to the current contract ceiling of \$195,000 for a total commitment of \$300,000. Of that amount, \$188,500 has been spent during the contract life, leaving a potential expenditure authorization under the contract of \$111,500.

If the remaining current and proposed contract amounts are fully spent at \$111,500, the Human Resources Division consulting services budget for 2000 will have a remaining balance of \$188,500 for other planned services. Organization development funding and contract issues will be evaluated on an annual basis.

<i>AVAILABLE BUDGET</i>		<i>CONTRACT REQUIREMENTS</i>			<i>BALANCE</i>
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(b)-(e)</i>
<i>BUDGET LINE ITEM</i>	<i>2000 BUDGET</i>	<i>TOTAL CURRENT &amp; PROPOSED CONTRACT</i>	<i>CONTRACT COMMITMENTS TO DATE</i>	<i>CURRENT &amp; PROPOSED CONTRACT REMAINING</i>	<i>BUDGET REMAINING IF CONTRACT FULLY SPENT</i>
<b>503.18 Consultant Services</b>	\$300,000	\$300,000	\$188,500	\$111,500	\$188,500

**LEGAL REVIEW AND SUPPORTING ACTIONS:**

**Legal Review**

MBL 1/10/00.

**Relevant Board Policies and Previous Actions Taken**

- Adoption of Resolution No. 78-1 (April 9, 1998)
- Adoption of Implementation Guide (May 22, 1997)
- Adoption of First Moves (May 22, 1997)
- Adoption of 2000 Budget (November 18, 1999)

**SOUND TRANSIT**

**MOTION NO. M2000-09**

A motion of the Finance Committee of the Board of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to increase the current organizational development and support contract with Barbara Smith, Ph.D., from \$195,000 to \$300,000.


**Background:**

On November 1, 1997, the Executive Director executed a contract for \$100,000 for organizational development and support, after an advertised competitive procurement process. On February 10, 1999, the Executive Director executed a change order to increase the value of this contract to \$195,000. Contract-to-date expenditures are \$188,500. Authorization to increase the contract to \$300,000 will allow continuity for Sound Transit's organizational development through 2000.


**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to increase the current organizational development and support contract with Barbara Smith, Ph.D., from \$195,000 to \$300,000.

ADOPTED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 20th day of January, 2000.

  
Greg Nickels  
Finance Committee Chair

ATTEST:

  
Marcia Walker  
Board Administrator