

**Metropolitan Transportation Commission
Administration Committee**

October 12, 2022

Agenda Item 2b - 22-1401

**Contract Amendment – Organizational Assessment and Consulting:
Bell Burnett & Associates (\$155,000)**

Subject:

A request for Committee approval to authorize the Executive Director or designee to negotiate and execute a sole-source contract amendment in amount not to exceed \$155,000 with Bell Burnett & Associates (BB&A) to provide organizational assessment and consulting services through December 31, 2023. .

Background:

BB & A was initially awarded a sole source contract in January 2022. This is the first amendment to the agreement. Under the amended contract, BB&A, which has performed organizational assessment consulting related to both the Finance Department and the MTC organization since December 2021, would continue to perform similar services through 2023. BB&A's services to date have been essential in developing an effective transition to the new Chief Financial Officer, and in providing the backdrop for improving effective working relationships between the Finance Department and stakeholders across the agency. The additional support will help lay a framework for executive staff consideration of the Agency's mandates and how best to deliver against those mandates.

BB&A's two principals have a combined seventy years of experience in working with the transportation sector in a variety of capacities and have developed particular expertise in consideration of organizational and management structure, including peer analysis, executive development, communication and leadership, organizational planning and development, and succession planning.

BB&A is neither a small or disadvantaged business enterprise.

Next Steps:

Staff will seek to amend the existing contract by extending the term adding the requested funds.

Issues:

None.

Recommendation:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and execute a sole-source amendment in an amount not to exceed \$155,000 with BB&A, for a new contract not-to-exceed amount of \$350,000, through December 31, 2023.

Attachments:

- Request for Committee Approval – Summary of Proposed Contract Amendment



Therese McMillan

Request for Committee Approval
Summary of Proposed Contract Amendment

Work Item No.: 1150

Consultants: **Bell Burnett & Associates**

Work Project Title: Organizational Assessment and Consulting____

Purpose of Project: Consultant Assistance and Support for organizational strategy, planning and transition.____

Brief Scope of Work: Consultant to continue providing support to Executive Office and Finance for strategy and operating plan initiatives as well as executive office transitions.

Project Cost Not to Exceed: \$155,000 this amendment
Previous approved contract amount = \$\$195,000
Total approved contract amount based on this action = \$350,000

Funding Source: Executive Office Contingency Budget, Fund Source: 3900

Fiscal Impact: FY 22/23, FY 23/24.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with BB&A for \$155,000 as described above and in the Administration Committee Summary Sheet dated October 12, 2022 and that the Chief Financial Officer is authorized to set aside \$155,000 for such amendment.

Administration Committee:

Federal D. Glover, Chair

Approved: October 12, 2022