



Government Relations & Public Affairs Committee

April 30, 2015

Contract Amendment for Project Management Consulting

Issue: Should SACOG amend a contract with Highlands Consulting for project management training and support?

Recommendation: That the Government Relations & Public Affairs Committee recommend that the Board authorize the CEO to increase the contract with Highlands Consulting by \$72,000, for a total contract amount not to exceed \$114,880.

Discussion: With SACOG's shift to a team-based staffing approach in 2013, SACOG management has empowered a larger number of team managers to work more independently. To ensure consistency across projects, and to provide appropriate oversight, management contract with Highlands Consulting in 2014 to provide project management support.

To date, the scope has included training to SACOG staff on project management and development of customized project management tools. Using the internationally recognized Project Management Institute's principles of project management, Highlands Consulting trained staff on the basic principles, and then worked with small staff groups to develop templates for a project charter, risk management register, work plan, and project closeout tailored to SACOG's unique needs. This work has been completed on schedule and within budget.

This contract amendment would add additional work to establish a project management office within SACOG to provide common, consistent project planning, execution, and reporting processes and tools for team managers and management. A project management office is a best practice from the Project Management Institute. This work would take place between now and December 31, 2015. Staff intends for this contract amendment to satisfy SACOG's need related to consultant support for project management. Existing staff will lead the project management office.

The extension of this contract is necessary to continue SACOG's work. Staff is recommending this course rather than soliciting an RFP, because Highlands Consulting has special knowledge from current work that would be costly to duplicate, and delaying the implementation of a project management structure would be disruptive.

Staff is bringing this item to the Board for authorization, because the CEO can only approve contracts up to \$60,000.

Approved by:

Mike McKeever
Chief Executive Officer

MM:EJ:ts

Key Staff: Kirk E. Trost, Chief Operating Officer/General Counsel, (916) 340-6210
Erik Johnson, Manager of Policy and Administration, (916) 340-6247