

MEMORANDUM

TO: Board of Trustees

FROM: Erin Feore
Director of Human Resources

SUBJECT: Review, discuss, and possibly approve Request for Proposal for management services; provide direction to the Human Resources Director regarding received applications the recently posted General Manager position

RELATED STRATEGIC PLAN INITIATIVE(S): Long Range Principle #4 - Workforce

DATE: August 13, 2024

I. RECOMMENDATION

That the Board of Trustees review, discuss and approve the draft Request for Proposal document for management services; further, provide direction to the Human Resources Director regarding received applications for the recently posted General Manager position.

II. BACKGROUND

Following direction from the Board of Trustees at the August 6, 2024 Board of Trustees meeting, Director of Human Resources Feore and Trustee Noble worked together to produce a formal Request for Proposals document for management services firms. This document includes the following points for the Board to discuss and consider:

- Dates suggested under schedule of events; and
- Scope of Work; and
- Special Considerations; and
- District Project Team and Management; and
- Proposal Content and Requirements; and
- Submittals requirement

III. BID RESULTS

N/A

IV. FINANCIAL IMPACT AND BUDGET

To be determined following directed selection.

V. ALTERNATIVES

As an alternative, the Board of Trustees may choose to assign an internal Interim General Manager until such time as a more permanent solution is determined. This item is being separately placed on the agenda for discussion.

VI. ATTACHMENT

Request for Proposal for Management Services