



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8e

ACTION ITEM

Date of Meeting January 7, 2020

DATE: December 12, 2019
TO: Executive Director Stephen P. Metruck
FROM: Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion
Luis Navarro, Office of Equity, Diversity and Inclusion
SUBJECT: Consulting contract amendment for strategy development for the Office of Equity, Diversity and Inclusion

Total revised contract amount: \$98,625

ACTION REQUESTED

Request Commission to (1) determine a competitive process is not appropriate or cost-effective and exempt this contract from a competitive process consistent with RCW 53.19.020; and (2) for the Executive Director to execute a contract amendment with Tu Consulting for strategy development planning services for the Office of Equity, Diversity and Inclusion extending the contract period through October 2020 and increases the amount by \$75,000 for a new total of \$98,625.

EXECUTIVE SUMMARY

The Port of Seattle recently established the Office of Equity, Diversity and Inclusion (OEDI) and hired Bookda Gheisar as senior director. Since July 2019, consultant Trang Tu (Tu Consulting) has been on contract to assist in the development of the Port's first Equity Diversity and Inclusion strategy. The need for additional strategic planning services from Tu Consulting increased as the new OEDI began to take shape. On September 16, 2019, Port staff increased Tu Consulting's original contract amount of \$15,750 to the maximum 50 percent allowed, \$23,625. This increase covers the additional consulting services performed by Tu Consulting, to date, yet more work is needed. To proceed with finalizing, implementing and recalibrating the OEDI strategic plan, Port staff is requesting Commission authorization to execute a contract amendment for Tu Consulting to continue working on the OEDI strategic plan.

In accordance with RCW 53.19.060, this memo also serves as notification to the Commission that the amendment will exceed 50 percent of the value of the original contract; the amended contract will be made available for public inspection prior to the proposed starting date of services under the amendment.

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JUSTIFICATION

At the time of the original direct solicitation with Tu Consulting, the full responsibility and scope of the newly created OEDI was still under development, and staff did not anticipate the need to increase the consultant’s scope of work. Tu Consulting’s original contract with OEDI provided expert strategic planning services to develop a Port-wide Equity Diversity and Inclusion strategy. After an analysis of the work ahead, it is clear that there is a need to extend this contract to assist in the implementation of the Port’s EDI strategic plan.

Staff completed an assessment of available in-house capacity and expertise and determined that resources were needed to hire a subject expert to operationalize the implementation of the Port’s EDI strategy. With strategic planning work already underway by Tu Consulting, it would not be cost effective to compete the remaining work and risk losing several months of planning and foundation-building. If competed, the Port risks funding a duplicate body of work with a potential outcome resulting in a fragmented strategic plan with gaps in service delivery and long-term negative impacts.

DETAILS

Consultant Tu is available to support this critical work and will provide the following additional services, as part of this contract amendment request:

New Scope of Work:

Additional contract cost: \$75,000, includes 5% contingency of \$3,600

Building on previous work, OEDI leadership seeks to have the consultant provide the following services:

- a) Provide strategic advising partnership on emerging policies and initiatives using an equity lens, as directed by OEDI leadership.
- b) Review final drafts of the WFD strategic plan and provide feedback as directed to align with the Port’s EDI strategy.
- c) Support the development policies for promoting and infusing equity at Port of Seattle.

Schedule

Staff recommends extending the current contract through October 2020. The expanded timeline is needed to support the OEDI strategy development and subsequent implementation.

Timeline

Commission authorization	Jan 2020
EDI strategic plan review and recalibration	Jul 2019-Sep 2020
EDI expert strategic advising	Jan 2020-Oct 2020

Meeting Date: January 7, 2020

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Do not renew the contract with consultant and make best efforts to complete with existing OEDI staff.

Cost Implications: Zero

Pros:

- (1) Lowest financial cost.

Cons:

- (1) This alternative will not guarantee a timely completion of the new OEDI strategy. Expert assistance is needed to deliver a robust and comprehensive strategy that centers equity, diversity and inclusion.

This is not the recommended alternative.

Alternative 2 – Provide additional funding and contract extension to ensure a properly developed OEDI strategy.

Cost Implications: \$75,000

Pros:

- (1) A new OEDI strategy supported by a strategy development professional will include attainable outcomes.

Cons:

- (1) Contract values increase.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

The source of funds is the Office of Equity, Diversity and Inclusion expense budget.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None