



GOVERNMENT ASSISTANCE PROGRAM

November 1, 2005

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David Bennett, Executive Director
Metropolitan Mayors Caucus
177 N. State Street, Suite 500
Chicago, Illinois 60601

Dear Dave:

Thank you for taking time to discuss the goals and needs of the Regional Planning Board for the integration of land use and transportation planning for the Northeastern Illinois Planning Commission and the Chicago Area Transportation Study. The Government Assistance Program (GAP) at DePaul University is pleased to submit a proposal for facilitation and support of this process for your consideration.

GAP has partnered with over 80 government agencies over the last 15 years at the federal, state, county, and local levels. We have worked with many state agencies, such as the Departments of Commerce & Economic Opportunity, Children & Family Services, Environmental Protection and Transportation in assisting them with their planning activities and processes; as well as many City of Chicago agencies, such as Departments of Aviation, Environment, Human Services, Planning & Development, and Transportation. GAP also partnered with NIPC on its "Common Ground" planning process.

Attached please find a proposal for facilitation and administrative support for the Regional Planning Board. If the proposal meets your approval, please execute the signature page at the end of the proposal and follow the instructions for return.

If you should have any questions or need additional information, please feel free to contact via e-mail or at (312)362-8311. We look forward to the opportunity. Thank you for your consideration.

Sincerely,

Elizabeth Malloy
Executive Director

**Government Assistance Program
Metropolitan Mayors Caucus
Regional Planning Board
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Purpose: To support the Regional Planning Board by facilitating a planning retreat and providing administrative support over the first six months of its development.

Experience: The mission of the Government Assistance Program (GAP) is to work in partnership with government agencies to deliver excellent services to citizens. Over the last fifteen years, GAP has provided consulting, facilitation, and training services to 80+ government agencies at the municipal, county, state and federal level located in the State of Illinois.

As a neutral facilitator, GAP guides agency groups through a process that allows for multiple perspectives to be heard and consensus to be reached, but also keeping the group on track towards meeting its goals and deadlines.

Scope: A GAP Facilitator will partner with the Metropolitan Mayors Caucus (MMC), and the Civic Consulting Alliance to manage the initial planning and organization efforts for the Regional Planning Board. GAP will work to:

1. Facilitate Planning Retreat:
(*Late November or Early December 05*)
 - a. Design of the objectives and agenda of the retreat in coordination with the RTB, staff, and CCA
 - b. Facilitate a planning retreat for the new board (suggested date is either November 29 or 30)
 - c. Document the retreat and prepare a summary report of the board plan. (Note: this is not a full strategic plan)

2. Attend Bi-Weekly Board Meetings
(*November 05- June 06*)
 - a. Schedule space and provide administrative support for board meetings
 - b. Conduct Pre and post meeting consultation with board chair, CCA and agency staff (set meeting agenda, troubleshoot as needed, provide coaching as needed on collaborative tasks, follow-up with assignments, etc.)
 - c. Attend bi-weekly board meetings to provide input on progress made toward the board's strategic plan and timeline, troubleshoot as necessary and suggest strategies for overcoming challenges

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3. Provide Overall Coordination and Administrative Support for the Project
(November 05- June 06)
 - a. Conference call as needed between scheduled board and committee meetings with RTB chair, staff, and CCA representatives to insure we are on the same page on tasks and progress
 - b. Collect and archive board meeting minutes, committee meeting minutes, board and committee reports and studies, etc.

4. Draft Implementation Report of the RTB
(May 05)
 - a. Draft a report summarizing the process and outcomes of the RTB as it relates to the legislative mandates.
 - b. Present the report to the board as an outcome of this entire planning effort.
 - c. Revise report as needed based on feedback

This effort will begin November 3rd, 2005 and end June 30th, 2006.

The goals and action steps derived from the initial planning retreat may be used as input into a more formal strategic planning process. The oversight and facilitation of this strategic planning process is offered as a separately priced service. While the extent of a strategic planning project is unknown at this time, if for budgetary purposes the MMC desires to request additional funding for a strategic planning project, an estimate of those costs is found in the pricing section of this proposal.

While GAP is responsible for overall coordination of activities and deliverables across committees, other consulting firms, and the board, this scope does not include the attendance by a GAP consultant or intern at committee meetings. However, included in this price is the cost of reviewing committee minutes and determining action items as a result of those meetings so that coordination across all parties can be achieved.

The Government Assistance Program will be providing one consultant to lead the project and a DePaul University graduate student to assist with the documentation and coordination of activities between the board and other participants. GAP's Executive Director will oversee the entire project.

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Reports: Throughout the planning process, the Government Assistance Program will be updating the Metropolitan Mayors Caucus to insure all objectives are met. A final document will be produced at the conclusion of the project for submission to the Regional Planning Board and the MMC.

Confidentiality: Due to the sensitive nature of the information and planning process, GAP will not release any project information without the direction and approval of the Regional Planning Board or the MMC.

Terms: The Mayor's Metropolitan Caucus will be invoiced monthly over the term of the contract for actual expenses.

Project Costs:

1. Retreat	\$ 5,600
2. Board meeting planning /consultation / review Nov-June	\$24,000
3. Coordination of committee work, review of action items / integration with consultant work <i>(note: this does not include attendance at committee meetings)</i>	\$11,900
4. Interim and final reports and presentations	\$12,800
Materials, food, etc.	\$ 2,100
Total	\$56,400

Optional Deliverables

5. GAP intern attend and draft minutes at 8 committee meetings per month by DePaul intern	\$5000
6. GAP consultant attend and review minutes (drafted by intern) at 8 committee meetings per month	\$17,000
7. Full Strategic Plan (e.g. Environmental Scan of trends, demographic forces and critical issues related to this project, Interview, surveys or focus groups of key stakeholder and constituent groups, competitive analysis, vision of RTB, gap analysis, strategic goals, outcome measures, and coordinated implementation plans which the RTB can use to track, on a month by month basis, the roles and responsibilities of each committee and the CCA in completing the specific goals and tasks	\$50,000- 75,000

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GAP will be responsible for securing space for the board meetings, the retreat and any committee meetings GAP is asked to attend, in addition to participant notification. However, it is assumed Regional Board staff will be providing documentation of all board and committee meetings. In addition, it is assumed meeting space will be provided by board members or the MMC.

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Signature Page

David Bennett
Executive Director
Metropolitan Mayors Caucus

Signed and Accepted this ____ day of _____, 2005

Elizabeth Malloy
Executive Director, GAP