

Memorandum

To: Adenrele Awotona, Dean
From: Anna Madison, Strategic Planning Committee
Date: September 29, 2005
Re: Strategic Planning Consultant

I have contacted eight consultants to assist the College in the strategic planning process. Three responded to the RFP. Of these consultants, I am recommending Ibis Consulting Group, Inc. The firm submitted bid of \$15,000 for the job, which is reasonable based upon the local standard fee for strategic planning consulting services.

The consultant will gather, analyze and present data that will provide the Strategic Planning Committee and the College with the data needed to make informed, strategic decisions for the College's future growth and development. These data will be presented in a report that will be presented at a retreat in late October or early November.

The consultant will also facilitate the retreat with the following objectives:

- To moderate discussion to keep the group on task
- To facilitate discussion toward identifying strategic issues and options and establishing goals and objectives
- To guide the group to incorporate data into its thinking about the future of the College

After the retreat the consultant will assist the Strategic Planning Committee in creating a plan that will provide an organized, logical, mission-focused road map for the future that includes critical and measurable milestones and outcomes.

The reasons that I am recommending Ibis Consulting Group, Inc. are:

- Reputation for high quality work and the completion of projects within the required timeframe
- Consulting experience which includes strategic planning and organizational development
- Client profile includes academic institutions and non-profit organizations
- The strength of the project team, which enhances the ability to meet our needs in a short turn around time
- Evidence in the proposal that the firm understands the local environment and the stakeholders and constituencies that are important to the future of the College

In addition to the consultant's fee, I estimate that we will need \$2,500 to cover postage to mail surveys and to cover copying and distribution of reports for the retreat.

Also, please note that the new information to be gathered from external stakeholders will not duplicate existing data. We will work closely with the Office of Institutional Research and Planning, the Registrar's Office and our Student Services Office to gather existing data.