



December 6, 2023

Memorandum

To: Sean Charpentier, C/CAG of San Mateo County Executive Director
From: Daniel Iacofano, MIG Principal/CEO, Bridget Brown, MIG Project Manager
Subject: Potential Additional Tasks for Strategic Plan Development RFP

Introduction

The C/CAG of San Mateo County has requested MIG provide scope, deliverables, and budget for the following three potential additional tasks for the Strategic Plan Development RFP beyond what was requested in C/CAG's original RFP.

Potential Tasks

Task A. Ad-Hoc Committee Meetings

MIG will facilitate up to four two-hour virtual Ad-Hoc Committee Meetings to discuss and provide feedback on the draft approach and facilitation for the two Strategic Planning Sessions with the Board of Directors. C/CAG staff will work with the Board to determine which members will participate in this Ad-Hoc Committee. MIG will work with C/CAG staff during a project management meeting to discuss the agenda and approach for each meeting. MIG will provide an agenda and relevant meeting materials prior to each meeting.

Deliverables:

- Meeting Agendas and Materials
- Meeting Summaries

Budget: \$6,280 (\$1,570 per meeting)

Task B. Staff Action Plan Working Session

MIG will facilitate one two-hour virtual working session with C/CAG staff to develop an approach for turning each strategic priority identified in the C/CAG strategic plan into more detailed action plans.

Deliverables:

- Strategic Priority Action Plan

Budget: \$2,180

Task C. Community Focus Group

MIG will design and facilitate one community focus group related to C/CAG focus areas that will convene representatives from up to 12 community-based organizations serving a diverse and targeted set of community members historically underrepresented in planning and decision-making processes. These could include community-based organizations serving people of color, low-income residents, community members whose primary language spoken is a language other than English, youth, and seniors.

This community focus group will be facilitated virtually for 90 minutes. MIG will develop a focus group approach that outlines the logistics, questions, invite, and list of proposed invitees. C/CAG staff will have one round of review to provide feedback on the focus group approach. C/CAG staff will coordinate with member agencies to refine the invitee list, provide contacts, and encourage participation. Participants will be provided with a monetary stipend to compensate them for their time and expertise. The findings from this task will be incorporated into the SWOT Analysis.

Deliverables:

- Community Focus Group Approach

Budget: \$7,300 (\$6,300 MIG labor, \$1,000 direct costs)