

DEPARTMENT OF FISH AND WILDLIFE

WILDLIFE CONSERVATION BOARD

1807 13TH STREET, SUITE 103
SACRAMENTO, CALIFORNIA 95811
(916) 445-8448
FAX (916) 323-0280
www.wcb.ca.gov

NOTICE OF MEETING

WILDLIFE CONSERVATION BOARD

January 24, 2013

1:00 PM

1/ 1416 Ninth Street, Department of Fish and Wildlife
12th Floor, Suite 1205
Sacramento, California 95814

AGENDA

1. Roll Call

WILDLIFE CONSERVATION BOARD MEMBERS

Charlton H. Bonham, Chairman
Director, Department of Fish and Wildlife

Ana Matosantos, Member
Director, Department of Finance

Jim Kellogg, Member
President, Fish and Game Commission

JOINT LEGISLATIVE ADVISORY COMMITTEE

Senator Jean Fuller
Senator Fran Pavley
Senator Lois Wolk

Assembly Member Richard Gordon

EXECUTIVE DIRECTOR

John P. Donnelly

2. Strategic Planning

Strategic Planning Necessity - Background

The Wildlife Conservation Board (WCB) was created by legislation in 1947 to administer a capital outlay program for wildlife conservation and related public recreation. Since that time, the WCB has administered the outlay of over 2 billion dollars in State and federal funds for habitat conservation, restoration and outdoor recreation. The programs administered by the WCB have expanded over the decades, each defined by legislative or voter intent, fund requirements, and diverse conservation goals and objectives.

The WCB recognizes the need for a Strategic Plan to document existing processes and identify new approaches to effective project selection and administration in the future. Transparency in WCB operations and project ranking and selection processes is an overarching goal of the WCB, and should be clearly articulated in the Strategic Plan. The WCB serves and works with many partners, including other State agencies, federal agencies and non-governmental organizations, including private nonprofit conservation groups. It is critical to engage these stakeholders in the development of a Strategic Plan, and staff anticipates soliciting and incorporating input from stakeholders and the public as we move forward.

It is anticipated that the Strategic Plan will assist the WCB in all current and future processes by:

- Articulating clear goals and objectives both for the organization and the individual mandated programs;
- Recognizing and identifying approaches to integrate larger landscape scale conservation efforts into its activities including climate change adaption, infrastructure mitigation, and integration with federal, local agency and non-profit conservation initiatives;
- Defining strategies that adhere to legal mandates but also ensure a transparent, integrated process for ranking and selecting projects across program areas; and
- Establishing metrics for measuring, monitoring, and reporting the activities and progress of the WCB program areas.

Strategic Planning Process – Consulting Services Contract Selection

At the August 30, 2012, WCB Board Meeting, the Board discussed two possible options for soliciting bidders for a consulting services contract for purposes of preparing a strategic plan for the WCB. Of the two options discussed, Request for Proposal (RFP) and Invitation for Bid (IFB), the IFB was selected as the most appropriate option for the WCB's needs and the Board authorized staff to prepare an IFB.

Following the direction of the Board, staff prepared IFB number IB-1200CA, which was then made available as required to prospective bidders by advertisement on BidSync. The IFB advertisement period began on November 30, 2012, and ended on December 17, 2012, at 5:00 p.m. when all bid submissions were due to the WCB office location. The IFB document prepared by staff included agreement terms, requirements, bidder minimum qualifications, as well as the purpose for the contract and a description of services needed. The bidder minimum qualifications specified that all bidders must have successfully written, produced and delivered strategic plans for government agencies, provide the same project manager throughout the project, and submit both references and a work plan for completing the project.

The IFB Scope of Work identified the following seven tasks:

TASK 1: Complete Work Plan

Prior to undertaking the tasks described below, the Contractor will develop a comprehensive work plan and supporting documentation to cover budgets, schedules, reporting, and cost tracking. This work plan will include details on how the Contractor will work with the WCB staff, stakeholder groups and the general public. The Contractor will work with the WCB staff to develop a toolkit to include in the Work Plan including: interview protocols, draft agendas for public meetings and stakeholder interviews, specifications for website strategic plan information and online comment gathering to be displayed on the WCB website, to solicit and integrate input from stakeholders and the general public throughout the development of the Strategic Plan. The Contractor will design, conduct and facilitate public meetings at a minimum of three venues (north, south and central California), and will also present the Strategic Plan to the WCB at a minimum of two public meetings. **Deliverables:** Work Plan and Toolkit for Stakeholder and Public Involvement

TASK 2: Complete Section (1) of Strategic Plan – Current Program

The introduction should address the need for a Strategic Plan. In addition, the Contractor will review and document existing history and background information for the WCB programs, policies and procedures in an Introduction section to the Strategic Plan. **Deliverable:** Draft Introduction

TASK 3: Complete Section (2) of Strategic Plan – Future Operations

The Contractor will work with the WCB staff and stakeholders to develop a Vision Statement, Goals and Objectives, and Strategies to guide the organization and operations of the WCB into the future together with strategies to achieve the stated goals. The goals and objectives, and strategies will focus on priorities, processes and procedures that ensure transparency and provide opportunities to integrate new and innovative

resource information as it is developed. **Deliverables:** Draft Vision Statement, Goals and Objectives, and Strategies

TASK 4: Complete Section (3) of Strategic Plan – Accountability and Monitoring

This section will focus on measurement tools to quantify and record the benefits of the WCB-funded projects, accountability (Grantees and WCB), mandated and elective monitoring, and reports. **Deliverables:** Description of Measurement and Monitoring tools and reports and Strategies for Implementation

TASK 5: Assemble Sections (1-3) into a Draft Strategic Plan

The Contractor will take all the information gathered to date and sections written, and prepare a Draft Strategic Plan for public circulation, review and comment. **Deliverables:** A Draft Strategic Plan

TASK 6: Circulate the Draft Strategic Plan for Public Comment

The Contractor will circulate the Draft Strategic Plan for public review using conventional methods that will include conducting public meetings at a minimum of three venues (north, south and central California).

Deliverables: A revised Draft Strategic Plan based on Integration of Public Comment

TASK 7: Produce and Present a Final Draft Strategic Plan

The Contractor will produce a Final Draft Strategic Plan and present it at the February 2014 WCB Board meeting. Following the meeting, the Contractor will make any additional recommended revisions to the plan and submit a Final Strategic Plan to the WCB. **Deliverables:** A Final Strategic Plan delivered to the WCB

On December 18, 2012, at 1:00 p.m., consistent with the key action dates stated in the advertised IFB, the WCB held a Bid Opening at its current office location that was open to the public. By the final due date for bid submission, the WCB had received three (3) eligible proposals from the following companies:

- MIG, Inc.
- Kearns & West, Inc.
- BluePoint Planning, LLC

After reviewing all eligible bid proposals, the apparent lowest responsible bidder was determined to be MIG, Inc., whose total bid cost was \$99,890.00. On December 20, 2012, staff informed MIG, Inc., they were identified as the lowest responsible bidder and, pending Board approval and Department of General Services (DGS) review and approval, were the intended selected bidder for the WCB Strategic Plan consulting

services contract award. On December 31, 2012, staff posted the Notice of Intent to Award, which identified MIG, Inc., as the proposed selected bidder, at its current office location, which is accessible to the public. Additionally, rejection letters were sent to the bidders not identified as the apparent lowest responsible bidder.

Upon Board approval and authorization to proceed, the WCB anticipates completing the contract development and submission to DGS for review and approval by January 31, 2013. DGS is allowed 10 business days to process the contract and once approved, the contract will be considered fully executed. The WCB anticipates the estimated start date of the contract to be February 15, 2013. The anticipated agreement term is February 15, 2013 through February 28, 2014.

Below is a chart that summarizes Tasks 1-7 previously identified in the IFB Scope of Work and the scheduled completion dates:

		ESTIMATED START DATE: February 15, 2013	
Scope of Work: Tasks 1-7		Timeline for Task Completion:	
1: Complete Strategic Planning Work Plan	March 15, 2013	30	days
2: Complete Section (1) of Strategic Plan - Current Program	April 15, 2013	30	days
3: Complete Section (2) of Strategic Plan - Future Operations	July 1, 2013	75	days
4: Complete Section (3) of Strategic Plan - Accountability and Monitoring	September 1, 2013	60	days
5: Assemble Sections (1-3) Into Draft Strategic Plan	October 1, 2013	30	days
6: Circulate the Draft Strategic Plan for Public Comment	December 1, 2013	60	days
7: Produce and Present a Final Draft Strategic Plan	February 2014 Board Meeting	-	

STAFF RECOMMENDATION

Staff recommends that the Wildlife Conservation Board support the expenditure of approximately \$99,890.00 from the FY 2012-13 appropriation identified for State operations and funded by the Wildlife Restoration Fund (0447) for the purposes of entering into a consulting services contract with MIG, Inc., to develop and complete a Final Draft Strategic Plan for the Wildlife Conservation Board.

3. Adjourn