

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: _____

Thuy Thi Nguyen

Date: _____

5/13/08

FINANCE DEPARTMENT REVIEW

_____ Finance review required

_____ Finance review *not* required

If Finance review is required, determination is: _____ Approved _____ Not Approved

If not approved, please give reason: _____

Signature: _____

Thomas Smith

Thomas Smith, Vice Chancellor for Finance and Administration

Date: _____

5.19.08

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

_____ Legal review required

XX Legal review *not* required

If Legal review is required, determination is: _____ Approved _____ Not Approved

Signature: _____

Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

_____ Not Approved, but Place on Agenda

Signature: _____

Elihu Harris, Chancellor

Date: _____

5/13/08

PAUL DOWNS CONSULTING
1912 GRANT STREET
BERKELEY, CA 94703
510.848.8064

May 5, 2008

Thuy Thi Nguyen
General Counsel / Strategic Planning Manager
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

Dear Ms. Nguyen,

Per your request, Paul Downs Consulting (PDC) is pleased to submit this scope of services for educational and strategic planning services to the Peralta Community College District.

Scope of Services Summary: PDC will provide process assistance to Peralta Community College District in support of educational and strategic planning. PDC will support the completion of the Educational Master Plan; assist in implementation of the annual planning and budgeting integration model; provide training and coaching on facilitative management and decision-making; provide communication assistance in connection with accreditation and planning activities; and support the integration of educational and resource planning.

Task 1: Educational Planning Assistance. Based on client requests, PDC's will provide meeting facilitation and direct consultation. The key committee PDC will support is the District Wide Educational Master Planning Committee (DWEMPC). PDC will also support District Wide Unit Planning (DWUP). PDC may assist in briefings and interactive sessions with other committees. PDC may prepare short hand-outs and perform writing assignments as directed. PDC will provide guidance on meeting formats, collaborative planning process, and meeting agendas. PDC will provide guidance on educational planning approaches. PDC understands that its scope does not include preparation of an educational master plan, but that the client prefers to perform its own writing and analysis for its educational master plans. PDC will assist the District in preparing an educational master plan under this agreement, but will not be responsible for preparing such a plan.

Task 2: Strategic Planning / Organizational Development Assistance. PDC will assist the Strategic Planning Manager in designing and executing strategic planning and organizational development processes. This includes the annual planning and budgeting integration model, manager evaluations, internal communications, planning and assisting at selective Strategic Management Team meetings, and advising on process tools and formats.

Task 3: Facilitation Corps Training and Support. A key aspect of building internal facilitation capacity is to train and support an internal group of facilitators. PDC will assist in the training of such a group, including group trainings and individual coaching on an as needed basis.

Task 4: Quality Control Facilitation to Link the Educational Master Plan Resource Plans. The Educational Master Plan will lay the foundation for resource planning. PDC will assist the District in ensuring that educational goals and principles are effectively translated into facilities, technology, human resources, fiscal and outreach planning. PDC will assist by providing planning models and review of draft products, as well as facilitating sessions between educational representatives (e.g., DWEMPC members, Deans, faculty) and District Service Center representatives.

Task 5: Newsletter Support. PDC will provide editorial guidance and writing for the District's strategic planning newsletter series.

Task 6: Assist with Self Study Process. PDC will assist with the self study process on an as-needed basis. A key objective will be to ensure alignment between work on the self study and the ongoing strategic and educational planning efforts.

Task 7: Assist with Planning-Budget Integration. A central feature of effective planning is that it drives resource allocation. PDC will assist the district with the integration of planning directions into both the 2008-2009 and the 2009-2010 budgets. The 2008-2009 integration will use an expedited model, and will respond to the current state budget reductions; the 2009-2010 will launch the comprehensive integration model.

Cost Summary

This is a contract for a fixed level of effort, i.e., 450 hours at \$135 per hour for a total of \$63,800, including direct costs. PDC will consult with you throughout the contract on budget status. This is an amount not to be exceeded without your prior approval.

Task 1: Educational Planning Assistance	\$24,300
Task 2: Strategic Planning / Organizational Development Assistance	\$18,900
Task 3: Facilitation Corps Training and Support	\$3,240
Task 4: Quality Control Facilitation to Link EMP and Resource Plans	\$4,590
Task 5: Newsletter Support	\$2,160
Task 6: Support for Accreditation Self Study Process	\$3,240
Task 7: Assist with Planning-Budget Integration	\$4,320
Labor Subtotal	\$60,750
Workshop Supplies and photocopies	\$2,250
Mileage	\$800
Direct Cost Subtotal	\$3,050
Total	\$63,800

We look forward to continuing our work with you on this important project.

Best regards,
PAUL DOWNS CONSULTING



Paul E. Downs
Strategic Planner