



**Signature Report**

**August 28, 2007**

**Motion 12568**

**Proposed No.** 2007-0354.2

**Sponsors** Ferguson

1           A MOTION authorizing the chair of the council to enter  
2           into a contract for consultant services to assist the council  
3           in preparing a business plan to establish the office of  
4           economic and financial analysis.

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6           WHEREAS, Ordinance 15652, the 2007 King County budget, includes funding  
7           for a potential new agency, the office of economic and financial analysis, and

8           WHEREAS, \$50,000 of this appropriation is restricted by Ordinance 15652 and  
9           can only be used by the council to develop a business plan to establish the office of  
10          economic and financial analysis, and

11          WHEREAS, the remaining \$150,000 of the appropriation cannot be expended or  
12          encumbered until the council has reviewed and approved by motion the business plan,  
13          and

14          WHEREAS, the metropolitan King County council wishes to secure a contract  
15          with an independent consultant to assist it in preparing the business plan;

16          NOW, THEREFORE, BE IT MOVED by the Council of King County:

**Motion 12568**

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17           The chair of the metropolitan King County council is authorized to enter into a  
18 contract, in an amount not to exceed forty-nine thousand nine-hundred sixty dollars, with  
19 FCS Group to prepare a business plan for the office of economic and financial analysis,  
20 in accordance with the scope of work, which is Attachment A to this motion.

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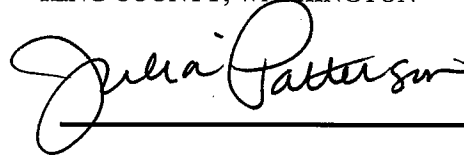
Motion 12568 was introduced on 6/18/2007 and passed as amended by the Metropolitan King County Council on 8/27/2007, by the following vote:

Yes: 6 - Ms. Patterson, Mr. von Reichbauer, Mr. Dunn, Mr. Ferguson, Mr. Phillips and Mr. Constantine

No: 0

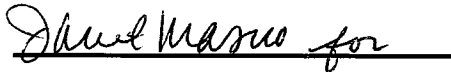
Excused: 3 - Mr. Gossett, Ms. Lambert and Ms. Hague

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



*for* \_\_\_\_\_  
Larry Gossett, Chair

ATTEST:



Anne Noris, Clerk of the Council

**Attachments**     A. Scope of Work, dated August 27, 2007

## **Scope of Work**

The scope of work will consist of the following:

1. A business plan that identifies options and makes recommendations on a possible new process for producing official economic and revenue forecasts. The options identified should address the issues of objectivity and transparency.
2. The business plan should include recommendations regarding the organizational structure and requisite resources for an office of economic and financial analysis. Recommendations should consider at least the following options:
  - a. An office that serves both the Executive and Legislative branches.
  - b. An office that serves the Legislative branch.
  - c. An option for contracting out of all forecasting services.
  - d. An option for establishing a new process for producing official economic and revenue forecasts for King County
  - e. Identification of budget and staffing levels related to these options

The consultant's work should emphasize the analysis of option "a. An office that serves both the Executive and Legislative branches".

3. The business plan should also include recommendations for the vision, mission and goal statements for a new office of economic and financial analysis.

## **Project Elements Discussion**

After awarding of the contract, the consultant will promptly meet with Budget Leadership Team members and/or Council Staff to approve specific elements outlined in this proposal and discuss specifically what is to be covered by the project. In discussing the scope of work, the County Council has tried to highlight these issues. This meeting will be simply to assure all parties agree on the intent outlined in this RFP. The consultant will submit a concise summary of those aspects which will be promptly reviewed, edited (if needed) and approved.

## **Project Deliverables**

1. Draft Business Plan

Provide a clear, concise written business plan (including an executive summary) summarizing the results of the study. The plan shall describe the methodology used to accomplish the scope of work. The plan shall clearly indicate other similar entities used for comparison. Detailed models of other "best practices" shall be included (as appendices if applicable). Recommendations shall be made clear and presented in rank order. The County Council will review the draft report and provide the consultant with any feedback.

2. Final Business Plan

The consultant will work to finalize any areas that were incomplete or insufficient after receiving feedback from the County Council. A final plan shall then be submitted containing all the elements described in the scope of work. One original signed hard copy, twelve hard copies and one electronic copy of the written draft and final business plan shall be provided to the project manager. These reports should be in a format that can be easily photocopied.

3. Presentation of Report

The consultant should also be prepared to present the final business plan findings at up to two County Council public meetings.

**Timeline**

In order to inform the Council's consideration of the 2008 County budget, a preliminary report and presentation on the alternatives analysis is to be provided no later than October 29, 2007. The final report and business plan shall be completed and presented to the King County Council no later than December 12, 2007.

**Budget**

This consultant engagement is limited to \$49,960.