

## **Exhibit A**

### **River to Sea Transportation Planning Organization**

#### **Human Resource Development**

#### **Scope of Services**

##### **I. PURPOSE**

The River to Sea Transportation Planning Organization (R2CTPO) is seeking to hire an independent third party (consultant) to conduct an assessment of the organization, individual staff members, and team performance. The purpose of this solicitation is to obtain quotes from consulting firms interested in providing a human resources development assessment.

##### **II. OBJECTIVE**

The primary objective of this exercise is to enhance the success of the organization through positive and constructive feedback obtained from individual and team assessments. The consultant will recommend assessments and feedback strategies that identify individual and organization strengths and weaknesses, promote goal setting and achievements, and develop individual paths for professional growth.

Activities may be conducted through a combination of face-to-face meetings, written exercises and activities, and telephone or web-ex sessions. Through this effort, the R2CTPO seeks to identify professional growth opportunities for individuals within the organization and promote the continued building of a strong and productive office atmosphere.

This effort is expected to include:

- Evaluation of the Organization – Develop a series of activities to help the R2CTPO identify strengths, weaknesses, opportunities, and strategic planning. These activities should involve all staff and be interactive.
- Individual Achievement - Develop a series of activities that help each staff member with professional development and to identify/ assess strengths, weaknesses, opportunities, accountability and goal setting.
- Teamwork/Team Building – Develop a series of activities to improve overall performance, communication, and collaboration of the organization. These activities should involve all staff and be interactive.

##### **III. DELIVERABLES**

At the conclusion of the interviews and fact-finding, the consultant will present the results and identify strengths and opportunities for improvement.

- **Evaluation of the organization:** The consultant should present the results from information obtained from the organization evaluation of the strengths, weaknesses, opportunities and strategic planning. The presentations should include any recommendations for areas of improvement as well as any resources available to help implement those areas identified for improvement.
- **Individualized recommendations for improvement:** The consultant should present individualized recommendation to staff as well as an action plan for implementing these recommendations. These recommendations should be realistic and feasible and include opportunities for enrichment, building skill capacity, validating work, and devising strategies for the future. The consultant should provide resources as well as where the R2CTPO can obtain these resources and estimated costs.
- **Recommendations for team improvement:** The consultant should present recommendation to improve overall team performance, communication and collaboration of the organization. The recommendations should include best practices for teamwork and collaboration and how well how the R2CTPO measures against those best practices.
- **Recommendations for an ongoing program:** The consultant should provide strategies and recommendations so that management and staff can have to tools to periodically assess (both from a staff and organizational level) overall productivity, training needs, and strengths and weaknesses.

The information presented should be part of a formal report that documents conclusions of fact findings as well as any recommendations. The formal report may be in an electronic format.