MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: VICKI MAYES

SUBJECT: SELECTION CRITERIA FOR A BOARD TEAM DEVELOPMENT FACILITATOR

DATE: 6/3/2011

Enclosed in the board packet are short descriptions of firms who provide facilitation services for board development and strategic planning. More detailed information on each firm will be available at the board meeting.

Staff often develop a set of general criteria to assist in selection of a consultant. Below are suggested criteria for selecting a facilitator.

Firm information:

- How long has the firm been organized?
- What is the background of the key individuals in the firm?
- Identify the primary individual(s) that would be the key contact providing services?
- What are the primary services that the firm provides?
- Where is the primary location of the key contact for the services?
- What is the firm's standard billable information (hourly billing costs for comparative purposes)?

Experience:

- Has the firm provided Board Development services for not-for-profit organizations? Has the key contact?
- Has the firm provided Board Development services for local units of government in Illinois? Has the key contact?
- Has the firm provided Board Development services for parks and recreation services including park districts? Has the key contact?

References:

- What experience have individual commissioners had with any of the consultants?
- What experience have other organizations had with any of the consultants?
- What public agencies/not-for-profit organizations that have continued to utilize the firm for on-going services?