

Information to be included in all Legislation Modifying Contracts:

The names of all companies bidding or submitting an RFP or RFSQ for the original contract.

Diversity Search Group
RAMA Consulting Group, Inc.

The location by City and State of all companies bidding or submitting an RFP or RFSQ for the original contract.

Columbus, OH Diversity Search Group
Columbus, OH RAMA Consulting Group, Inc.

The status, Majority, MBE, FBE, of all companies bidding or submitting an RFP or RFSQ for the original contract.

Diversity Search Group – MBE
RAMA Consulting Group, Inc. – MBE

The name and location of the firm awarded the original contract and the Contract Number.

RAMA Consulting Group, Inc. – 897 E. 11th Ave., Columbus, OH 43211

A description of work performed to date as part of the contract and a full description of work to be performed during any future phasing of the contract.

In Year 1, RAMA worked to support and enhance programs and services offered by the Office of Workforce & Economic Development that benefit not only individual employees, but also the success of all 1200 employees as a whole. RAMA continued the management of the of Public Utilities Mentoring Program (PUMP), with the completion of the Cycle 2 cohort and the Kick-Off of the Cycle 3 cohort, resulting in nearly 50 employees engaged and over 300 hours of development and training workplace mentoring. This year RAMA developed and introduced the MentorCliq mentoring learning platform to enhance mentor/mentee engagement and professional development. PUMP was also highlighted as a best practice for public sector employee engagement and development at the 2015 National Forum for Black Public Administrators (NFBPA) and 2015 Ohio American Water Works Association (AWWA) conferences. During this year RAMA also worked with a cross departmental advisory team of DPU Leadership to design the Public Utilities Mentoring Program Technical Education Cohort (PUMP-TEC), which is a program to include elements of On the Job Training, Career Planning, and preparation for technical licensure and certification.

Additionally, over 200 hours of professional development hours were provided to employees through Public Utilities Mentoring Program Education & Development (PUMP-ED) workshops. As part of PUMP-ED, RAMA also offered a Values-Based Leadership Series, in collaboration with Bill Grace of Common GoodWorks for interested DPU employees. Four workshops were held in Year 1, resources provided for self-study between sessions, and participants reported that this series has helped them to improve communication and collaboration with their teams.

To ensure that all DPU staff and stakeholders are aware of the multitude of programs and services and understand the long-term goals and benefits, RAMA produced the 2014 Office of Workforce & Economic Development Impact Report and quarterly newsletters for DPU employees, DPU Diversity Connections. DPU Diversity Connections engages DPU employees by highlighting employee accomplishments, upcoming events, and professional development resources.

RAMA also provided support services to several events, including the Agency Economic Inclusion Plan meeting, and the 2014 and 2015 Mayors Small Business Conferences. This support included but was not limited to design, development, implementation of evaluation methodologies and the coordination of speakers and panelists for all pre and post conference sessions.

The proposed scope of services is as follows:

Program Development: The selected consultant will assist the department in all aspects of workforce and economic development programming. The consultant will:

- Review the workforce and economic development program activities portfolio and annual work plans
- Develop and execute a training and communications marketing plan based on work plan goals. Target audience is internal and external stakeholders.
- Assist in the expansion of the department's mentoring program including administration, recruitment, matching and support programming.
- Assist in the implementation of the Small Business Enterprise program within DPU
- Manage drafting of communications collateral such as an annual report
- Note: This list may not be exhaustive. The respondent should discuss any additional tasks you believe necessary to ensure valid design.

Implementation: The selected consultant will assist the Department in a comprehensive implementation effort. The consultant will:

- Provide a business process analysis of department workflows (as-is and to-be) to accommodate shift to Small Business Enterprise program. Assist department staff with implementation.
- Assist WED staff with multi-channel communications to all stakeholders across the workforce development and economic development disciplines (staff, management, small business owners and others as prescribed or as

needed). This may include but not be limited to outreach events, memoranda, newsletter articles, written and oral reports, project updates and social media.

- Manage assigned MSBC conference tasks including participant surveys
- Deliver diversity training and development
- Note: This list may not be exhaustive. The respondent should discuss any additional tasks you believe necessary to ensure comprehensive implementation.

Document support: The Consultant may also be asked to produce ancillary materials to support the above tasks, including but not limited to PowerPoint slideshows, videos, reports, brochures, newsletter articles and pages for the Department's website.

An updated contract timeline to contract completion.

Services under this agreement are to be provided over a period of three years. Funds for the project shall be reviewed and approved each year of the three year contract by City Council and the Mayor, and Auditor's certification of funds. Notwithstanding any provision in this Agreement to the contrary, the maximum obligation of the City for services described in this agreement for the period commencing on October 1, 2014 through September 30, 2015 ("Phase 1") is limited to the amount of three hundred fifty thousand dollars \$350,000.00, unless all the following occur: this Agreement is modified in writing; City Council enacts an ordinance approving the new amount; the Mayor has authorized the additional amount; and the Auditor has certified the additional funds. The City is not obligated to spend the maximum obligation authorized under this Agreement. Phase 2 costs under this agreement, through September 30, 2016, are estimated at three hundred fifty thousand dollars (\$350,000.00). Phase 3 costs for the period from October 1, 2016 through September 30, 2017 are estimated at three hundred fifty thousand dollars (\$350,000.00).

A description of any and all modifications to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately)

No modifications to date.

A full description of the work to be performed as part of the proposed contract modification. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

This contract modification would consist of the same type of work described above.

If the contract modification was not anticipated and explained in the original contract legislation a full explanation as to the reasons the work could not have been anticipated is required. (Changed or field conditions is not sufficient explanation. Describe in full the changed conditions that require modification of the contract scope and amount.)

This modification to extend the contract was anticipated and is provided for in the original contract terms.

An explanation of why the work to be performed as part of the contract modification cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

This contract modification would consist of the same type of work described above (Phase 2).

A cost summary to include the original contract amount, the cost of each modification to date (List each modification separately), the cost of the modification being requested in the legislation, the estimated cost of any future known modifications and a total estimate of the contract cost.

Original contract (Phase 1)	\$ 350,000.00
This modification #1 (Phase 2)	<u>\$ 350,000.00</u>
Total contract estimate to date	\$ 700,000.00

It is anticipated that this contract will be increased in the amount of \$350,000.00 in Phase 3.