

Action/Information Item

California Student Aid Commission

Consideration of Ratification of Contract Amendment with the Results Group to Increase the Contract Amount by \$107,000 for a Total of \$417,000 and to Expand the Tasks Required to Assist the Commission with Roles and Responsibilities

The Executive Director must obtain approval from the Commission prior to entering into a new contract or executing a contract amendment of over \$100,000. However, in the event an emergency approval is necessary for a contract of over \$100,000, the Executive Director may approve such contract with simultaneous notification to the Commission. Such emergency approval shall be ratified at the next regularly scheduled Commission meeting, and if not ratified, the contract shall be canceled.

The Commission has a contract in place with The Results Group for the period of November 29, 2006 through April 30, 2007 in the amount of \$310,000. Through this contract, The Results Group, in partnership with the Aurora Consulting Group LLC, provides consulting assistance in delineating the roles and responsibilities of both the Commission and EDFUND.

At its February 22, 2007 meeting, the Commission directed staff to amend The Results Group's contract to facilitate the discussions regarding roles and responsibilities at a special Commission meeting to be held the last week of March 2007.

Upon direction from the Commission Chair, the Executive Director signed an amendment to increase the contract amount by \$107,000 for a total of \$417,000. The new tasks approved for this amendment by the Commission Chair are enclosed in Tab 1.a. The amended contract has been submitted to the Department of General Services for approval. Commission staff requests that the Commission take action to ratify the amendment.

Recommended Action: Ratify The Results Group contract amendment for \$107,000 for a total contract amount of \$417,000 for the period of November 29, 2006 through October 31, 2007.

Responsible Staff: Janet McDuffie, Chief
Management Services Division

The Results Group Contract Amendment

Scope of Work:

DELIVERABLE F

Task Six: Prepare Final Report. The Results Group will prepare Final Report; The Results Group and Aurora Consulting will meet with CSAC/EdFund to review and discuss.

The Commission has determined that the following sub-tasks need to be added to this consultation's Scope of Work. These sub-tasks involve summarizing information developed in the course of Tasks One through Five, and working with the Commission's Ad-Hoc Committee and the Commission to understand the information in the context of the Commission-EdFund organization, which will inform and expand the usefulness of The Results Group's final report. Each of the products from these sub-tasks will be considered a separate deliverable, payable upon completion and acceptance by the Commission and its Commission's Ad-Hoc Committee.

- 6a. Prepare a summary report of best practices and models from other similar organizations identified in 2d above, and confer with the Commission's Ad-Hoc Committee (up to two meetings) regarding how to apply the best practices and models to the Commission-EdFund organization.
- 6b. Confer with the Commission's Ad-Hoc Committee (up to two meetings) regarding the current roles and responsibilities within the two organizations in each of the key operational activities (per Task 3c above) and CSAC and EdFund staffs' perspectives on their roles and responsibilities in each of the key operational activities (per Task 3d above). Utilize this information in preparing for and conducting the Commission workshop or workshops described in Task 6f below.
- 6c. Confer with the Commission's Ad-Hoc Committee (up to two meetings) regarding the ineffective, inefficient, or redundant activities and interactions between the two organizations (per Task 4a above). Utilize this information in preparing for and conducting the Commission workshop or workshops described in Task 6e below.
- 6d. Based on "best practice" models for governance policy frameworks identified in Task Five, work with the Commission's Ad-Hoc Committee, and then conduct a workshop with the Commission, to adapt and apply the models to the Commission-EdFund organization. The workshop will focus on a Commission framework of oversight policies.
- 6e. If requested, following the workshop(s) with the Commission (per Task 6e above), provide up to 10 hours of advice and consultation to the Commission's Ad-Hoc Committee and to the Commission as it further refines its policy framework and oversight policies.
- 6f. If requested, following the workshop(s) with the Commission (per Task 6e above), provide up to 50 hours of advice and consultation to assist the Commission in utilizing the information from Task 6c above, and from the workshop(s) per Task 6e above, as the Commission develops a revised CSAC-EdFund Operating Agreement.
- 6g. Prepare a final report to the Commission summarizing the information from Tasks One through Five, as well as the Commission workshop(s) per Task 6e above.