

West Contra Costa Unified School District

Bond Policies & Procedures

“Program Management Plan” Update

July 13, 2020

presented to Citizens' Bond Oversight Committee

<https://www.wccusd.net/Page/13520>

Background

- The Moss Adams Program Effectiveness Audit recommends that: “the District consolidate all policies, procedures, and resolutions into one document to ensure effective controls and communication of the policies and procedures.”
- On May 8th, 2019, the Board of Education approved a contract with Swinerton Management & Consulting (“SMC”) to assist the District to develop and publish a Bond Program Management Plan (“PMP”)
- The Program Management Plan is anticipated to be completed Summer 2020
- Regular updates and draft sections are available at <https://www.wccusd.net/Page/13520>

Program Management Plan: Anticipated Schedule to Release Working Drafts

- ✓ **Program and Operations** – December 2019
- ✓ **Administrative** – January 2020
- **Project Management** – June 2020
- ✓ **Fiscal** – February 2020
- **Program Management Plan** – Summer 2020
- **Present to Board** – Summer 2020

Section	# of Public Comments
Program & Operations	32
Administrative	44
Project Management	10
Fiscal	25
Totals	111

Program Management Plan: Reviewing & Incorporating Public Comments

Summary of Public Comments
for Program Management Plan drafts

Comment #	Section	Article	Change/Question Location	Feedback
66	Admin	III.B.4.a Request for Qualifications	"District staff will evaluate SOQs using a set of uniform criteria to determine the firms that are well qualified to perform the services on future projects at school sites throughout the District. District staff may select any firms that meet their needs; fees are not the sole factor. All qualified firms or individuals shall be accorded equal opportunity for consultant contracts regardless of race, color, gender, national or ethnic origin, age, or disability." (Paragraph 3)	Reword, as this might be interpreted that staff can choose any firm they want without regard to uniform criteria. I think the intent is to say that there are uniform criteria applied of which fees are one but not the sole criteria. Furthermore, if the non-discrimination clause is included here, ensure its applied consistently throughout the text (or leave it out) so as not to imply it applies to professional service providers only.
67	Admin	III.B.4.c Request for Qualifications and Proposals (RFQ/P)	Entire Section	Is there a dollar threshold over which the two-step process would always apply?
68	Admin	III.B.5.a . Public Contract Code §10298 et. Seq – CMAS	Entire Section	This section seems to be duplicative with the "Goods and Materials" section on page 13, so you may want to consolidate. The final paragraph describes the criteria for using CMAS; it would be good to have a description of the criteria for any non-bid goods and materials, as well procedure to document the rationale.
69	Admin	III.C.3 [Board Authorization] Professional and Special Services	Add-Service Amendments for Board Ratification are submitted every 60 days pursuant to Board Policy and Administrative Regulation 3300	BP 3300 has no authority to support this statement. AR3300 requires monthly reporting to the board, not 60 days.
70	Admin	III.D.1 Centralized Filing System	"The Facilities Procurement Group provides overall responsibility to the District to maintain the project archive files"	Who is this, specifically? What positions/job titles make up this group?

- Comments include requested revisions, additions, and clarification.
- The vision for the PMP is that it will be a living document that will continually receive suggested revisions, additions, deletions and clarification to maintain the effectiveness of the Plan.
- Staff will provide a written response to all public comments indicating where the change occurred or provide an explanation or clarification regarding the comment.

Next Steps

- ❑ Release written staff response to all public comments
- ❑ Publish **Project Management Plan** final draft online and present to Board anticipated Summer 2020
 - ❑ **CBOC will be notified when the compiled PMP final draft is available**
- ❑ Continue to provide monthly updates to the Facilities Committee and Citizens' Bond Oversight Committee
 - ❑ Historical presentations are available online <https://www.wccusd.net/Page/13520>