

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: September 12, 2012

SUBJECT: Outsourced - Contracted Support Services

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### ISSUE

Independent review of contracted support services for the Metropolitan Park District.

### FINANCIAL IMPACT

No financial impact at this time.

### BACKGROUND

The Tukwila Pool Metropolitan Park District (MPD) entered into a contract with the City of Tukwila (City) upon the formation of the MPD. This memorandum provides a process to obtain an independent review of the contracted support services that are provided for the MPD by the City and a method to find alternate means to provide the services.

### DISCUSSION

There are a few steps that could be taken to determine and to contract the scope of work for an independent review of the contracted support services for the MPD. A consultant scope of work would need to be determined to determine the appropriate type of consultant to perform the contracted support services review. A Request of Qualifications or a Request for Proposals process would need to occur to seek and obtain a qualified consultant that could perform the scope of work. Once the most qualified consultant has been selected, the final scope of work, timeline and fee would be negotiated and then a contract executed by the MPD.

The scope of work that the MPD may consider when seeking a consultant includes:

1. Review the current contracted support services, the level of service provided and ensure that all services being performed are accounted for through the current contract.
2. Determine the support services that are desired to be provided for the MPD to meet current laws and to support the MPD operations.
3. Review other organizations' methods, level of service and associated costs of providing those organizations' support services.
4. Prepare an analytical report that includes recommendations for alternatives that would best fit the MPD's support needs and budget for contracted support services.

### RECOMMENDATION

If it is determined by the MPD Board that an independent review of the contracted support services is desired, the process outlined above would be recommended as the plan of action to obtain the consultant to perform the work effort.