

City of Tucson Commission on Equitable Housing and Development

Strategic Planning Retreat Design and Facilitation Support

Southwest Decision Resources - Proposed Scope and Budget Estimate (Aug 11, 2023)

October 2023 - March 2024

Introduction:

Southwest Decision Resources (SDR) would provide support to the City of Tucson's Commission on Equitable Housing and Development to design and facilitate a strategic planning retreat in the fall of 2023. The purpose of the retreat is to help develop a clear vision and set of priorities to guide the Commission's efforts moving forward. Engagement ahead of the retreat with the full Commission as well as the three subcommittees will inform the retreat design and begin to iteratively develop elements of the vision and priorities. We would provide a two-person team for this work.

Scope of Work:

Design and facilitation activities would include:

- Planning and preparation meetings with Commission representatives (virtual)
- Pre-retreat engagement with Commission members, subcommittees, ex officio members and other relevant parties (e.g., focus groups, survey, interviews, etc.)
- Strategic planning discussions with full Commission (2) (virtual)
- Synthesis of input from pre-meetings to inform retreat
- Agenda design and materials preparation for retreat
- Facilitation and documentation of a half-day in-person retreat
- Development of retreat summary report
- Debrief and next steps meetings with Commission representatives
- Final strategic planning session with full Commission

Budget Estimate: Budget estimate for two-person facilitation team is \$9,753 (68 hours and \$150 meeting supplies).