



# Strategic Planning & Facilitation Services Finalist Interviews

## Logistics

Date: July 13, 2015

Location: Gahanna City Hall  
200 S. Hamilton Rd.  
Gahanna, Ohio 43209

Contact: Jennifer Teal, Assistant City Administrator/Director of Finance  
614-342-4067  
[jennifer.teal@gahanna.gov](mailto:jennifer.teal@gahanna.gov)

Participants: Vendors are expected to provide the key personnel that would be assigned to the Gahanna project for these interviews

Resources: Presenters will have access to wifi and an overhead projector for each session

## Senior Staff Interview

(9:30 am / 12:45 pm / 3:00 pm)  
Finance Conference Room-2<sup>nd</sup> Floor

### Format

The Senior Staff Interview will consist of a presentation by the vendor and extensive question & answer session with a team comprised of the Mayor and several department directors. Team members include:

- Becky Stinchcomb, Mayor
- Jennifer Teal, Assistant City Administrator/Director of Finance
- Dottie Franey, Director of Public Service
- Anthony Jones, Director of Planning & Development
- Rory Gaydos, Director of Information Technology
- Brent Householder, Finance Coordinator-Budget & Performance

Vendor presentations should summarize the planned approach for facilitating the City-wide strategic plan, including detailed emphasis on techniques for citizen engagement, project management, and developing departmental implementation plans.

### Areas of Interest

Vendor presentations should include evidence of the firm's experience handling:

- Highly political environments (Mayoral race, 3 City Council Seats & City Attorney all up for election in November)
- Executive and legislative turnover

- Focus on citizen engagement through multiple and innovative means
- Total project transparency
- Project management plans and techniques (staff involvement expectations and opportunities)
- Measurement focus-identifying and reporting the “right” measures

## City Council Presentation

(7:00 PM)

Council Committee Room-1<sup>st</sup> Floor

### Format

The City Council Presentation will consist of a brief (10-15 minute) presentation of each vendor’s proposal along with a question & answer period with Gahanna’s City Council during an open session of the Committee of the Whole. Likely attendees include:

- Gahanna City Council
- Becky Stinchcomb, Mayor
- Shane Ewald, City Attorney
- Department Directors and Deputy Directors
- Members of the public
- Members of the press

### Areas of Interest

In developing the RFP, City Council members provided their insights and concerns about the strategic planning project. These include:

- Focus on citizen engagement through multiple and innovative means
- Total project transparency
- Messaging and public communication about the planning process
- Measurement focus-identifying and reporting the “right” measures