

April 22, 2010

Roger Webb, Executive Director
Texas Council for Developmental Disabilities
6201 East Oltorf, Suite 600
Austin, Texas 78741

RE: Proposal for Emergency Backup Planning & Succession Policy Development

Dear Mr. Webb,

Thank you for inviting TransitionGuides, Inc. to submit a proposal to assist you and the Texas Council for Developmental Disabilities with implementing “succession basics” - emergency backup plan for key management staff and the development of a board adopted succession policy. The following proposal and work plan lay out the process, our approach to managing the project, the proposed project team and the costs.

If you are ready to accept the proposal:

Please sign the attached proposal in the space indicated and return it to us via fax at (301) 439-6638 or mail it to us at the following address:

TransitionGuides Inc.
1751 Elton Rd Suite 204
Silver Spring, MD 20903

Thanks again for considering TransitionGuides. We look forward to the opportunity of potentially partnering with you to insure the positive outcome you want for the organization and your work. If you have any questions or need clarification, please do not hesitate to call Don Tebbe at (301) 439-6635.

Sincerely,



Tom Adams, President
TransitionGuides, Inc.

Enclosures:

- Proposal Summary
- Project Work Plan
- Lead Consultant’s Biography

Emergency Backup and Succession Planning Project Proposal

Prepared for	Texas Council for Developmental Disabilities 6201 East Oltorf, Suite 600 Austin, Texas 78741: www.txddc.state.tx.us
Date Prepared	April 22, 2010
Client Key Contact	Roger Webb, Executive Director, Phone: 512-437-5432, Fax: 512-437-5434 Roger.Webb@tcdd.state.tx.us
TransitionGuides Key Contacts	<i>Project Lead:</i> Don Tebbe, (301) 439-6635, Ext. 19, dtebbe@transitionguides.com <i>Billing Questions:</i> Karen Schuler, (301) 439-6635, Ext. 11, kschuler@transitionguides.com
Project Summary	The Texas Council for Developmental Disabilities is considering engaging TransitionGuides to help with emergency backup planning for five key staff positions, including the Executive Director, and the development of a succession policy for Board approval.
Scope of Work	The scope of work and project deliverables are outlined in the attached work plan.
Project Duration	May 2010 through Board approval of a succession policy, estimated to be on or before July 31 , August 15, 2010.
Consulting Team	Don Tebbe, Executive Vice President of TransitionGuides, will be the lead consultant for the project with Melody Thomas-Scott, Associate Project Manager joining the team as the project associate. We take pride in the depth of experience of our team members in the areas of emergency backup and succession policy planning. We use a team-based approach with a senior associate managing the project and providing most of the hands-on work with the client, and project associates joining the team who bring special expertise in certain areas.
Professional Fees	Total professional fees for this project will be \$9,500, which will be paid entirely NACDD/ITACC.
Expenses	The following expenses are not covered in the professional fees: <ul style="list-style-type: none">• Consultant travel to meetings outside the Baltimore-Washington

region at client's request. Estimate: \$500. Assumes one overnight trip to Austin for meetings and follow-up interviews.

- Overnight delivery. Estimate: None. Assumes electronic delivery of documents.

Travel expenses will also be covered by NACDD/ITACC.

Not to Exceed Amount

Combined fees and expenses will not exceed \$10,000.

Other Agreements

As Executive Director, you or your designee will serve as the lead point of contact for the work of TransitionGuides and will facilitate communication with the senior staff and the board. TransitionGuides will make every effort to move forward as quickly as possible without compromising the outcome. TransitionGuides and the client both acknowledge that the project may take more time due to factors outside their control.

Either party may terminate this agreement with fifteen (15) days notice. Upon receipt of written or oral notice of termination, TransitionGuides will cease work for the client, except for completing and concluding any matters agreed upon that are then outstanding. The client agrees to pay for all work performed through any agreed upon date of termination or through the expiration of the notice period, if the parties do not agree to a date of termination.

Submitted by



Tom Adams, President
TransitionGuides, Inc.

Approved by

Roger Webb, Executive Director

Date

Approved by

Sheryl Matney, NACDD/ITACC

Date

Work Plan
Emergency Backup and Succession Policy Planning
Prepared for:
Texas Council for Developmental Disabilities
April 22, 2010

This work plan outlines executive succession planning services for the Texas Council for Developmental Disabilities (TCDD). TransitionGuides will work with the organization to develop a Board-adopted succession policy plus emergency backup plans for the Executive Director plus four senior managers (Operations Director, Grants Management Director, Public Policy Director, & Planning Coordinator).

The key products of this project will include (1) emergency backup plans for each of the above positions, including a cross training plan to ensure that designated backups are sufficiently aware of the duties they may be called upon to assume, and (2) a Board-adopted succession policy that addresses specific actions to be taken in the event of short-term, long-term or permanent absences of the Executive Director.

Phase 1: Orientation

Orient the Board and executives to the benefits and process of leadership sustainability and succession planning.

Activities – TransitionGuides will:

1. Advise the Executive Director on the composition and role of a succession planning team, if needed. (Roger, Martha, Patrice, Angela, Joanna, Koren, Brenda and 1-2 board members.)
2. Review key organizational documents to become familiar with TCDD and its work.
3. Deliver a brief orientation on succession and emergency backup planning for the Board of Directors. (Proposed via conference call or Internet webinar.)
4. Conduct a project launch meeting with the Executive Director and the succession planning team. (Conducted via conference call or Internet webinar.)

Results/Products:

- Understanding among the leadership about the various approaches to succession planning and the processes used to develop emergency backup plans.
- Agreement on goals, process and products for the emergency backup planning work.
- Key assumptions and project related roles of Board, executive and senior staff have been clarified.

Timeframe: May, 2010

Phase 2: Emergency Backup Plan Development

Develop emergency backup plans for the five positions that are the subject of this planning project.

Activities - TransitionGuides will:

1. Review documents:
 - a) Current job descriptions for the five positions.
 - b) Existing strategic plan and organizational chart.
 - c) Relevant organizational or management assessment reports.
2. Administer a questionnaire that will gather key job-related information from each of the five individuals.
3. Provide on-site orientation to succession and emergency backup planning & conduct “unpacking the job” interviews with each of the five individuals to obtain input on the key functions and relationships for each of their roles.
4. Conduct phone interviews with two to three Board members to obtain Board perspective.
5. Produce initial drafts of the emergency backup plans and review with each of the individuals.
6. Conduct a review meeting with the Executive Director:
 - a) Review draft backup plans.
 - b) Discuss implications: emergency staffing roles, current capacity to carry out key functions, cross training needs and opportunities to expand capacity.
 - c) Identify related policy issues that need to be decided to finalize emergency backup plans.
7. Amend the plans as needed and prepare final drafts.
8. Conduct a review meeting with the Executive Director and the designated succession planning team to finalize the plans, and to discuss insights and implications.
9. Consult with the team on implementation of the cross-training portion of the plan or other areas as may be requested.

Results/Products:

- Written emergency backup plans for the five subject positions.

Timeframe: May-June, 2010

Phase 3: Succession Policy Development

Develop a succession policy to be adopted (as a Council procedure) by the TCDD Executive Committee on behalf of the Council (Board) that will guide the successful management of executive transitions involving the Executive Director’s role.

Activities - TransitionGuides will:

1. Produce a first draft of the succession policy and review with the Executive Director and the designated succession planning team. Make requested adjustments to the policy.
2. If needed, review the “final” draft of the policy with the Council’s executive committee. Adjust as necessary.
3. Participate, as requested, in the Council’s review of the policy.

Result/Products:

- Proposed succession policy ready for TCDD Executive Committee adoption.

Timeframe: June-July, 2010

Consultant Biographies

Don Tebbe – Executive Vice President. Don leads succession planning and executive transition projects and serves as the practice leader for TransitionGuides' leadership services. Don has been leading projects since 1995. He spent his first decade in the nonprofit sector as an executive for several statewide organizations and as a founder and leader in several national groups. He was a cofounder of the National Council of Nonprofits Associations, served as one of the early leaders in the movement to develop statewide associations of nonprofits and helped form a national unemployment insurance trust. Since starting his consulting practice in 1993, he has focused on advising nonprofits on leadership transitions, as well as helping them develop more effective strategies and business models. He has served a wide variety of organizations from grassroots startups to international organizations, including the world's largest child welfare organization. Don is the author of *For the Good of the Cause: Board Building Lessons from Highly Effective Nonprofits*, a report based on case studies that explored the link between governing board behavior and nonprofit effectiveness. He is also the author of *Chief Executive Transitions: How to Hire and Support a Nonprofit CEO*, published by BoardSource, which won the 2009 Terry McAdam Book Award.

Don holds a BA in History from the University of Illinois-Springfield where he has also pursued graduate studies in nonprofit administration.

Melody Thomas-Scott – Associate Project Manager. Melody leads the education office and provides executive transition assistance and succession planning services. She successfully completed the Executive Consultant Training Program and has supported many nonprofit organizations with leadership transitions, recruitment, research, bench strength and succession planning. Prior to joining TransitionGuides she served as President of the Maryland Society of Radiology Technologists. She serves as a member of community associations and serves on the public elementary education board of directors in Prince George's County.

Melody is a certified meeting planner, holds a Bachelor's degree in Business Administration from Columbia Union College and was awarded a full Academic Entrepreneurial Leadership Scholarship in pursuit of her Communications Degree at the University of Maryland.