



Memorandum

To: EMSA Board of Trustees

cc: Frank Gresh, Interim Chief Operating Officer
Lora Conger, Chief Financial Officer

From: Johna Easley, Interim President and CEO

Date: 06/21/2022

Re: Planning Concept and Subsequent Scope of Services and Professional Services Agreement – Sumption and Wyland

Overview – In February 2022, the EMSA Board of Trustees expressed a desire to begin an organizational strategic planning process. In response, EMSA Interim Chief Operating Officer Frank Gresh and I met with Fitch and Associates, a consulting firm well known in the EMS industry and Sumption and Wyland, a smaller firm recommended to the Board by EMSA Human Resources Consultant Scott Moore. Following the initial scoping meetings, EMSA requested a formal proposal from Sumption and Wyland, as we felt that this firm could best meet the needs of the organization, as expressed by both the EMSA Board of Trustees and the EMSA Senior Leadership Team.

Request – The proposal before the Board today outlines a three phase, four step strategic planning process covering an eighteen-month period. The concept design includes, but is not limited to:

- A comprehensive Governance assessment and analysis.
- Support in the development of a short-term tactical plan and a long-range strategic plan.
- The development of associated communications plans to support strategic planning efforts.
- Comprehensive leadership development and succession planning.

The estimated cost for this project is \$72,000.00. Under EMSA’s purchasing policy, an RFP would be required, based on a contract amount over \$50,000.00. Sumption and Wyland has strategic planning experience in the healthcare marketplace, has experience working with public trusts and governmental agencies, and as a Member of the Regional EMS Board in Sioux Falls South Dakota, Margaret Sumption has a foundational understanding of the EMS industry.

In the interest of moving forward with this project in a timely fashion, I am proposing the EMSA Board of Trustees consider waiving the requirement to RFP/RFQ these professional services and approve the Sumption and Wyland proposal and subsequent Professional Service Agreement, in the amount of \$72,000.00.