

Kootenai County Board of Commissioners

451 Government Way
Coeur d'Alene, ID 83814

[Insert Date]

MEMORANDUM

TO: Selected Consultant

FROM: Kootenai County Board of Commissioners

RE: Statement of Work – Workforce Analysis and Leadership Assessment Consulting Services for the County Public Transit Department

The Kootenai County Board of Commissioners is providing the attached **Statement of Work (SOW)** outlining the requirements and expectations for workforce analysis and leadership assessment consulting services to be performed for the County Public Transit Department. With a staff of five full-time employees, the department provides essential transportation services within the County. The Board requires an independent review to ensure staffing resources, leadership capacity, and job structures are aligned with operational needs, Federal Transit Administration (FTA) and Idaho Transportation Department (ITD) requirements, and long-term County goals.

The attached SOW details the project objectives, phases, deliverables, consultant qualifications, payment terms, and administrative conditions. The consultant will be expected to work primarily onsite, with limited use of virtual meetings where appropriate. The County will provide access to necessary information and designate a liaison to coordinate project activities.

This engagement is authorized under **Idaho Code § 67-2803(4)**, which allows the County to contract directly for personal or professional services without competitive bidding. The attached Statement of Work establishes the expectations and deliverables for this contract.

The Board appreciates your collaboration and looks forward to the successful completion of this project, which will provide actionable recommendations to strengthen workforce efficiency, organizational structure, and leadership effectiveness within the County's transit operations.

Sincerely,

Kootenai County Board of Commissioners
[Signature Lines for Commissioners]