

**Amendment #2  
To  
RFP 2014 – 06**

**Puget Sound Salmon Recovery Council Facilitation**

**Questions & Answers from the Pre-Proposal Conference Call  
August 6, 2013 1:30 pm to 1:48 pm**

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Attendees: Karen Slink – Cedar River Group  
Emmett Dobey – LRE Consulting  
Rachel Tougher – Kellogg Consulting  
Lyn Wiltse – PDSA Consultants  
Laura Blackmore – Cascadia Consultants  
Angie Thomson – Enviro Issues  
Cary Feldman – PDSA Consultants

**Questions and Answers:**

1. **Question:** Please confirm that the contract runs through June 30, 2014.

**Answer:** That is correct. The contract runs through June 30, 2014.

2. **Question:** What is the anticipated scope of work for the 9-month period of this contract (number and length of meetings, etc.)?

**Answer:** Four Puget Sound Salmon Recovery Council meetings (Dec, Jan, March, May and some prep for the July meeting). Recovery Council meeting is from 10 to 3 in Edmonds. Two Executive Committee meetings per Recovery Council meeting as prep for two hours each. One to two subcommittee meetings per subcommittee between Recovery Council meetings – Monitoring and Adaptive Management Subcommittee, Regulatory Subcommittee, Behavior Change Subcommittee. The Nominating committee will meet once before December to review Recovery Council membership. Subcommittee meetings are typically one to three hours long.

3. **Question:** In B.1.d: What do you mean by “Puget Sound salmon recovery institutional framework and structures”?

**Answer:**

The network of Puget Sound watershed salmon recovery lead entities, their relationship with the regional Puget Sound Salmon Recovery Council and the Puget Sound Partnership, the Governor’s Salmon Recovery Office, and NOAA

4. **Question:** Are there additional tasks other than facilitation?

**Answer:** In addition to facilitation on the day of the meeting there is meeting preparation, follow up, and Recovery Council management. This includes things such as agenda and meeting material development and preparation, individual recovery council member briefings, maintaining the Recovery Council mailing list, and ensuring members receive meeting materials at least one week before the meeting.

5. **Question:** How often do sub-committees meet?

**Answer:** One to two subcommittee meetings per subcommittee between Recovery Council meetings – Monitoring and Adaptive Management Subcommittee, Regulatory Subcommittee, Behavior Change Subcommittee. The Nominating committee will meet once before December to review Recovery Council membership. Subcommittee meetings are typically one to three hours long.

6. **Question:** How many members are on the committees?

**Answer:** approximately 10 to 15 members on each subcommittee.

7. **Question:** What is the location of the meetings?

**Answer:** The Recovery Council meetings are in Edmonds. Subcommittee meetings are variable in their location – Tacoma, Edmonds, or Seattle or by conference call.

8. **Question:** How long are the meetings?

**Answer:** The Recovery Council meetings are from 10 am to 3 pm. Subcommittee meetings are variable but are usually 2 to 3 hours.

9. **Question:** Will a staff person take notes or does the facilitator take notes?

**Answer:** Currently a PSP staff person has been taking notes but we would like to move this task to the facilitator contract.

10. **Question:** Should meeting materials be added to the cost proposal?

**Answer:** Currently PSP has been printing the meeting materials but we would like to move this task to the facilitator contract.

11. **Question:** Is a final report required?

**Answer:** Each billing should be accompanied by a progress report on the deliverables worked on/completed. This includes the final billing and the status of completion of deliverables.

12. **Question:** It appears the Recovery Council meets every other month. Is that the anticipated schedule? The meetings appear to be scheduled from 10:00- 3:00. Is that the expected duration? Will the meetings continue to be held in Edmonds? Is the meeting schedule already set for the remainder of 2013 through 6/30/14? We understand there is a meeting set for September 2013, so would the first meeting of the contract period be in November, 2013?

**Answer:** The anticipated schedule of meetings under this contract period will be: four Puget Sound Salmon Recovery Council meetings (Dec, Jan, March, May and some prep for the July meeting). The Recovery Council meetings are from 10 to 3 in Edmonds. We may decide to move one of the spring meetings to Olympia but this has not yet been decided. The first meeting under this contract would be the early December meeting (we are moving from late November because the meeting would be on Thanksgiving).

13. **Question:** What is the specific scope of services the consultant is expected to provide with regards to the Recovery Council facilitation?

**Answer:** The scope of work will be approximately what is listed below, subject to negotiation with the successful bidder:

Task 1: Facilitate Puget Sound Salmon Recovery Council meetings

Subtask 1: Meeting Preparation – The facilitator will work closely with Partnership staff and the Recovery Council Executive committee to develop effective agendas and useful meeting materials. The facilitator will communicate with Partnership staff and the Executive committee on a regular basis in advance of meetings to discuss agenda items and desired meeting outcomes. Working with Partnership staff, the facilitator will brief each Recovery

Council member before each meeting. These briefings are intended to assist in addressing key concerns, framing issues, and deepening the understanding of each member's perspective in advance of the meetings. The briefings also are intended to help identify additional areas of common ground and advance the conversation, leading to more effective meetings.

Subtask 2: Meeting Facilitation The facilitator will facilitate the bi-monthly meetings of the Puget Sound Salmon Recovery Council.

Subtask 3 Recovery Council Management: The facilitator will work with the Recovery Council Executive committee and Partnership staff to keep the Recovery council on track. This will include:

- i. Developing a work plan for the council.
- ii. Ensuring that meeting agendas reflect the decisions made at the previous meeting
- iii. Maintaining the council's mailing list, including email list.
- iv. Ensuring that members receive meeting materials in a timely fashion.
- v. Providing all the necessary equipment for facilitating and summarizing the meetings, including flip charts, markers, pens, etc.
- vi. Preparing and bringing meeting materials including agendas, other handouts and name tents for Recovery Council members.
- vii. Taking notes and preparing minutes for the Recovery Council meetings.
- viii. Coordinate with PSP staff to post meeting information, minutes on the PSP website.

Task 2: facilitate Recovery Council subcommittee meetings: Currently the Recovery Council has the following subcommittees: Executive Committee, Monitoring and Adaptive Management Subcommittee, Regulatory Subcommittee, Behavior Change Subcommittee, and Nominating Committee.

Subtask 1: coordinate with PSP staff to schedule and prepare materials for subcommittee meetings. These meetings can be either in person or by conference call, depending on the need. Each subcommittee, with the exception of the Nominating Committee will meet on average once between Recovery Council meetings. The Executive Committee will meet twice between Recovery Council meetings.

Subtask 2: Facilitate the subcommittee meetings as scheduled.

Task 3: conduct research, analysis, and meetings as needed

As needed, the facilitator will conduct research, analyze policy alternatives, and lead additional meetings or conferences to support the work of the Recovery Council. This will occur as needed and as budget allows, under the direction of the Ecosystem and Salmon Recovery Team director.

14. **Question:** Are the Recovery Council meetings public meetings? Is the consultant expected to manage the public notice?

**Answer:** The Recovery Council meetings are not official public meetings and do not require a public notice. However we do allow members of the public to attend in the audience of Recovery Council meetings.

15. **Question:** How many Recovery Council members typically attend meetings?

**Answer:** Approximately 25 to 30 members attend meetings.

16. **Question:** We understand facilitation services are required for not only the Recovery Council but also for the Executive Committee, Monitoring and Adaptive Management Subcommittee, Regulatory Subcommittee, and the Behavioral Change Subcommittee. How many meetings for each group are anticipated during the nine-month contract term? How long do the meetings last? Where are the meetings held? How many Executive Committee and subcommittee members are there?

**Answer:** Two Executive Committee meetings per Recovery Council meeting as prep for two hours each. One to two subcommittee meetings per subcommittee between Recovery Council meetings – Monitoring and Adaptive Management Subcommittee, Regulatory Subcommittee, Behavior Change Subcommittee. The Nominating committee will meet once before December to review Recovery Council membership. Subcommittee meetings are typically one to three hours long. Subcommittee meetings are variable in their location – Tacoma, Edmonds, or Seattle or by conference call. The Executive Committee has seven members. The Subcommittee membership varies from 10 to 15 members.

17. **Question:** What is the expected scope of services for the Executive Committee and the three subcommittees?

**Answer:**

Task 2: facilitate Recovery Council subcommittee meetings: Currently the Recovery Council has the following subcommittees: Executive Committee, Monitoring and Adaptive Management Subcommittee, Regulatory Subcommittee, Behavior Change Subcommittee, and Nominating Committee.

Subtask 1: coordinate with PSP staff to schedule and prepare materials for subcommittee meetings. These meetings can be either in person or by conference call, depending on the need. Each subcommittee, with the exception of the Nominating Committee will meet on average once between Recovery Council meetings. The Executive Committee will meet twice between Recovery Council meetings.

Subtask 2: Facilitate the subcommittee meetings as scheduled.

18. **Question:** Will we be responsible for providing meeting materials for each meeting? If so, do you have a sense of how many documents (and pages per document) for each meeting, based on past experience?

**Answer:** See this website to see the meeting materials included for past Recovery Council meetings. [http://www.psp.wa.gov/SR\\_src\\_meetings.php](http://www.psp.wa.gov/SR_src_meetings.php). We need approximately 40 to 50 copies of meeting materials for meetings.

19. **Question:** Will we be responsible for drafting and finalizing meeting summaries for the Recovery Council, Executive Committee and the three subcommittee meetings?

**Answer:** Yes, with the exception of the Executive Committee. No official meeting summaries are created for Executive Committee meetings.

20. **Question:** Are there any specific deliverables besides the meeting summaries that are required for each group (i.e., reports or recommendations, etc.)?

**Answer:** Short progress reports on deliverables worked on/completed during the billing period are expected. Any other types of written reports or recommendations will be as negotiated with the facilitator and PSP.

**END**