

# Attachment A: Statement of Work

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## PURPOSE AND BACKGROUND

The 2011 NPDES wastewater discharge permits issued by the Washington State Department of Ecology for facilities discharging into the Spokane River include the requirement for creation of a Regional Toxics Task Force (Task Force). These permits state that the Task Force membership should include the NPDES permittees in the Spokane River Basin, conservation and environmental interests, the Spokane Tribe of Indians, Spokane Regional Health District, Ecology, and other appropriate interests. While it is unclear that similar permit requirements will be in the future permits issued by the Environmental Protection Agency to the NPDES permittees with facilities discharging to the Spokane River in Idaho, there continues to be a beneficial collaboration opportunity between the Idaho Dischargers and the Washington Dischargers.

The Task Force is being formed through the execution of a Memorandum of Agreement (MOA) that describes the Task Force operational and organizational concepts. The MOA describes the organizational structure, identification of the roles and responsibilities of the membership, and governance structure for formation of the Task Force. The goal of the Task Force will be to develop a comprehensive plan to bring the Spokane River into compliance with applicable water quality standards for PCBs. The Task Force will be in effect at least through the 5 year life of the current NPDES permits, and may extend well beyond 5 years for implementation.

To accomplish the Task Force goals, it is anticipated that the Task Force will:

- Identify data gaps and collect necessary data on PCBs and other toxics on the Washington 2008, Category 5, § 303(d) listing for the Spokane River (PCBs and Dioxins).
- Further analyze the existing and future data to better characterize the amounts, sources, and locations of PCBs and other toxics as defined above entering the Spokane River.
- Prepare recommendations for controlling and reducing the sources of listed toxics in the Spokane River.
- Review proposed Toxic Management Plans, Source Management Plans, and BMPs.
- Monitor and assess the effectiveness of toxic reduction measures.
- Identify a mutually agreeable entity to serve as the clearinghouse for data, reports, minutes, and other information gathered or developed by the Task Force and its members. This information shall be made publicly available by means of a website and other appropriate means.

To accomplish these functions the Task Force will provide for 1) an independent facilitator / coordinator, and 2) a community technical advisor(s) who shall assist in review of data, studies, and control measures, as well as assist in providing technical education information to the public.

# STATEMENT OF WORK

This Statement of Work is for a 12-month period, commencing with the execution of this Interagency Agreement. The Statement of Work may be amended to extend the duration, or to add additional work items, as mutually agreed to between Ecology and the Ruckelshaus Center (Center).

## Services

The Center shall provide a lead facilitator and support staff to provide the following services:

1. ~~Organize and schedule~~ ~~Schedule~~ Task Force ~~and subcommittee~~ meetings, ~~based on the Task Force priorities and needs.~~ Arrange meeting venues, develop meeting agendas, distribute meeting notices, ~~chair Task Force meetings,~~ facilitate discussions, ~~assist in developing discussion topics, prioritize and schedule discussion topics,~~ confirm follow-up assignments, take meeting notes, and write meeting summaries. It is anticipated that ~~facilitation services will be needed for~~ approximately 12 meetings of the full Task Force ~~and/or subcommittees will occur~~ during the first year.
2. ~~Organize and schedule Task Force subcommittee meetings. Arrange meeting venues, assist in developing discussion topics and agendas, and distribute meeting notices. Upon request, participate in subcommittee meetings, assist with facilitation, take meeting notes, and write meeting summaries.~~
1. ~~Organize Task Force subcommittees. Schedule subcommittee meetings, arrange meeting venues, assist in developing discussion topics and agendas, and distribute meeting notices. Upon request, participate in subcommittee meetings, assist with facilitation, take meeting notes, and write meeting summaries. If needed, engage in dispute resolution and consensus building techniques in order to achieve agreement on key issues. This activity may require the Facilitator to arrange and participate in additional meetings between and with Task Force members.~~
3. ~~Stay up to date on current on~~ issues related to PCBs and surface water quality relating to the Task Force goals.
- 4.5. Coordinate with the Task Force technical advisor(s) and support development of the Task Force work plan. Ensure that technical information is available when needed by the Task Force. ~~Provide suggestions to the technical advisor(s) to assist them in developing technical information that is understandable to the Task Force members, and in an appropriate and understandable form.~~
- 5.6. ~~Assist-Facilitate~~ the Task Force in developing strategies related to the Task Force goals, as appropriate.
- 6.7. ~~Assist in preparing~~ Facilitate the preparation of Task Force documents, such as ~~consolidating~~ Task Force comments, ~~preparing~~ draft letters, and ~~preparing~~ documents that represent the Task Force interests, positions and/or ~~recommendations.~~
- 7.8. ~~Distribute~~ Ensure effective communications among the Task Force and to the public.
- 8.9. ~~Develop~~ Facilitate the development of standards for maintenance of the ~~and maintain the~~ Task Force web page. ~~Set up an independent web page on behalf of the Task Force that is transferable. Manage and update~~ Ensure that the web page ~~is managed in accordance with the standards. Ensure that the web page,~~ is an effective public communications tool, and is a timely representation of Task Force activities. ~~up to date.~~

**Comment [AB1]:** Combined task 1 and 2. Rationale being that they budgeted a monthly meeting schedule and the entire Task Force may not be able to meet monthly. So the facilitator can assist with the subcommittees during the "off" months as needed to ready the work products for Task Force decisions. This provides more flexibility to use the Facilitator in a manner that best suits the Task Force.

Response: Propose keeping the subcommittee meetings as a separate task and seeing if the RC agrees that they can support subcommittee meetings in addition to the 12 Task Force meetings. The draft facilitator/coordinator RFQ, which the RC was asked to use as a guide in developing their proposal, indicated subcommittee meetings. Let's not dilute the scope of services unless the RC indicates they can't perform all the requested services for their budget.

**Comment [AB2]:** This was specifically offered during the interview, so perhaps it should be included.

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**Comment [AB3]:** It should be the technical advisor's task to prepare the information in a form that is appropriate and understandable to the Task Force. (Maybe this is just a nuance in how this is presented, but do we want RC to spend time translating the technical information into understandable form?)

Response: Agree that tech advisors should prepare understandable information. But, since this is not always the case with scientists, we are suggesting adding a sentence requesting the RC to provide suggestions to the tech advisors.

**Comment [AB4]:** Just an observation: this seems to go beyond the typical role of an independent facilitator—in particular the preparation of draft letters and documents; again, a nuance. As they pointed out in their proposal, the Facilitator takes a "neutral stance," which would preclude writing draft letters and documents.

Response: The revised language seems fine. However, the draft Facilitator/Coordinator RFQ indicated assisting in preparing Task Force documents (this falls into the "coordinator" role). It is assumed that the RC would facilitate meetings to gather Task Force perspectives and then assist in developing draft documents that represent their opinions/recommendations. If the RC doesn't assist in developing draft documents that represent the Task Force perspectives/recommendations, then who will?

**Comment [AB5]:** This might be one of the first tasks for the facilitator as there is more to managing a web site than just posting information. For example, what content must be on the site, should be on the site, in what form, how will members interact with the site, how will the public interact, what are the expectations and needs of the agencies and sovereigns?

Response: Edited to clarify that the RC will be managing and updating the web page. This makes it consistent with the deliverable language. Also (... [1])

- 9-10. Ensure that Task Force notices and information are distributed to members, and posted on the web page prior to all meetings in accordance with the MOA.
- 10-11. Assist with the planning and facilitation of up to two (2) public meetings or technical workshops sponsored by the Task Force.
- 11-12. Attend the first Task Force Technical workshop on June 5-6, 2012.
- 12-13. Support other Task Force activities related to the development of their work plan and a Spokane River toxics reduction plan, as mutually agreeable.

**Deliverables**

- 1. ~~Up to twelve (12)~~ Task Force meeting and Task Force subcommittee meeting notices, agendas and associated meeting handouts/materials.
- 2. ~~Up to ?? (2)~~ Task Force subcommittee meeting notices, agendas and meeting handouts/materials.
- 3-2. Meeting summaries for all meetings facilitated by the Center.
- 4-3. Regular web page maintenance and posting meeting notices and meeting materials in accordance with the Task Force standards.
- 5-4. Up to two (2) public meeting and/or technical workshop notices, agendas, meeting handouts/materials and meeting summaries.
- 5. ~~Up to ?? (??) documents~~ Documents that have been prepared as a result of Task Force activities including those that represent Task Force interests, positions and/or recommendations, and development of the Work Plan-
- 6. Quarterly progress reports summarizing the activities of the facilitator including numbers and types of meetings, key decisions reached by the Task Force, documents prepared by Task Force that are available on the web page, as well as other activities undertaken by the Facilitator including dispute resolution and consensus building.

**Comment [SH6]:** Why is this needed? Does Ecology have a contract requirement for progress reports? If they are costly for the RC to prepare, would semi-annual or annual reports be adequate to allow more RC services to be provided for the budget?

**Budget**

The services and deliverables described above shall be provided based on the following budget:

Salary/Benefits:	\$47,811
Good/Services:	\$ 200
Travel:	\$ 2,750
<b>Total Direct Costs:</b>	<b>\$50,761</b>
F&A:	\$13,198
<b>Total Costs:</b>	<b>\$63,595</b>

**Assumptions**

The following assumptions relate to the services provided by the CENTER and the associated budget:

- Kelsey Gray will serve as the project manager and lead facilitator. Center Director Michael Kern will serve as a strategic advisor. A Center Project Associate (or university student working under the direction of Center staff) will provide project logistics support and coordination.
- The Center will work with a Task Force subgroup to aid the facilitator in functions such as agenda development.
- The Center facilitator will maintain a neutral stance in facilitating discussions to achieve group consensus, consistent with the Task Force MOA, and advance the Task Force's purposes and goals. Center staff will facilitate the Task Force implementation of the MOA with attention to the relevant roles and responsibilities of the various participants.
- All expenses regarding the venue, food, and rentals are to be paid for by Ecology or the Task Force.
- Scheduling of Task Force meetings shall use a tool such as Doodle Poll to ensure participation by the maximum number of Task Force members.
- Meeting notices will be distributed via email.
- The Center's budget is based on providing the identified deliverables, regardless of the exact number of hours spent on a given meeting or task.

This might be one of the first tasks for the facilitator as there is more to managing a web site than just posting information. For example, what content must be on the site, should be on the site, in what form, how will members interact with the site, how will the public interact, what are the expectations and needs of the agencies and sovereigns?

Response: Edited to clarify that the RC will be managing and updating the web page. This makes it consistent with the deliverable language. Also, added language to ensure that the web page is transferable to other support consultants/staff in the future.