

# Request for Qualifications

## for

### Support Services for the Spokane River Regional Toxics Task Force (SRRTTF)

The following technical and administrative services are needed to support the operation of the Spokane River Regional Toxics Task Force (SRRTTF) as the organization transitions from the planning phase to the implementation phase of their work. The SRRTTF is looking for an individual or team of individuals who can perform the essential tasks listed below<sup>1</sup>. Ability to perform the optional tasks is desirable but not required. The SRRTTF envisions that a number of the services could be provided by one or more people with unique combinations of skill sets.

Please provide a letter of interest and statement of qualifications to provide the services listed below. Include a description of each individual you are proposing for the work and, if you are proposing a team of individuals, clearly identify the role(s) of each member of your team.

## Essential Tasks:

- I. Administrative and Communications support
  - a. Note-taking and meeting summaries (assume 4 - 6 meetings per year)
  - b. Book meeting venues (6 meetings per year, alternating between WRC and LLSWD)
  - c. Maintain SRRTTF email list
  - d. Post meeting materials on SRRTTF website (total of 6 full SRRTTF meetings or TTWG meetings per year)<sup>2</sup>
  - e. Post workgroup products and relevant EAP reports on the website (eg., scopes of work, outreach concepts, powerpoint presentations, reports)
  - f. Email blasts to SRRTTF members regarding meetings, report availability, request for review, and relevant grant opportunities
- II. Executive Coordination<sup>3</sup>, Program Management and Facilitation
  - a. Project coordination and oversight of workgroup tasks, scopes of work, contractors and schedules.

---

<sup>1</sup> Additional tasks may arise as SRRTTF implementation moves forward

<sup>2</sup> Assumption that individual workgroups will distribute meeting materials by email directly to their small teams.

<sup>3</sup> Candidate should demonstrate leadership skills and content knowledge regarding water quality, toxics, regulatory policy, etc.

- b. Coordination with Administration and Contracting Entity (ACE) in the execution of all contracts<sup>4</sup> and project deliverables, and in reporting on budget status at Task Force meetings.
- c. Identify and solicit advice from technical consultant(s) and the Task Force Community Technical Advisor
- d. Process Management
  - i. Maintain roster of Task Force members (signatories to the MOA, voting and non-voting members)
  - ii. Develop agendas for full SRRTTF meetings and coordinate between workgroup activities and agenda content for full SRRTTF meetings (assume 4-6 full SRRTTF meetings per year)
  - iii. Provide proper notice of quarterly SRRTTF meetings in accordance with the MOA and any subsequent addendums to the MOA.
  - iv. Coordinate with meeting facilitator to plan and execute quarterly SRRTTF meetings (including agenda preparation).
  - v. Evaluate SRRTTF process on an ongoing basis and recommend management and process changes to SRRTTF to promote efficiency and successful outcomes.
  - vi. Track progress in accomplishing goals of Comprehensive Plan and provide continued implementation focus for the SRRTTF – report regularly at SRRTTF meetings and prepare a brief annual summary reviewing implementation activities of the Task Force.
- e. Facilitation
  - i. Facilitate quarterly full SRRTTF meetings (4 meetings per year)
  - ii. Ensure Task Force works in accordance with the intention of the Memorandum of Agreement (MOA) and subsequent addendums to the MOA (including decision-making protocol, dispute resolution and monitoring for quorum attendance at SRRTTF meetings where decision-making is anticipated).

## Optional Tasks:

- I. Grant writing and reporting
- II. Assistance in Outreach and Communications

---

<sup>4</sup> Assume ACE to continue to provide financial services including: invoicing, full budget tracking, funding.