

White Bluffs Consulting Contract for SRRTTF Facilitation and Project Management Support Services

Contract Period: January 1, 2020 to December 31, 2020

Task 1 - SRRTTF Meeting Facilitation and Administration

1. Organize, schedule, and facilitate up to eight (8) Task Force meetings to be held in the Spokane area. This effort includes:
 - a. Arranging meeting venues
 - b. Providing meeting notices and meeting materials via email notification
 - c. Developing meeting agendas in coordination with workgroup leads
 - d. Attend and facilitate meetings
 - e. Preparing draft and final meeting notes
 - f. Confirming Task Force decisions and assignments from meetings
2. Organize and facilitate up to three (3) Task Force conference calls expected to last up to 1 hour. This effort includes:
 - a. Providing meeting notices and conference call materials via email notification
 - b. Developing meeting agendas in coordination with workgroup leads
 - c. Facilitate conference calls
 - d. Preparing draft and final notes
 - e. Confirming Task Force decisions and assignments from conference calls
3. Post materials to the Task Force's website, as appropriate, to support the communication of Task Force meetings, and other reports or information relevant to the Task Force's efforts.
4. The cost of the meeting facilitation and administrative efforts shall not exceed \$35,950 without written authorization. Should the Task Force decide that additional meetings or a technical workshop is appropriate, the scope and budget with this element will be amended.

Task 2 - Process Management

1. Maintain the Task Force's email lists and rosters, and update website to post new information – workgroup meeting materials and summaries, updating announcements list, and email blasts to the full Task Force distribution (assumed 8 hrs per month for Lara and 1 hour for Ben = \$6,480)
2. Track progress in accomplishing the goals of the Comprehensive Plan and prepare a brief annual summary that reviews the implementation activities of the Task Force (assumed 5 hours for Lara and 3 hours for Ben = \$765)
3. Ensure that the Task Force conducts itself in accordance with the Memorandum of Agreement (MOA)
4. The cost of the process management efforts shall not exceed \$7,245 without written authorization

Task 3 - Project Coordination

1. Work Group leads manage and coordinate the efforts of their work groups. In consultation with each Work Group lead, provide support as appropriate to each Work Group with respect to
 - a. Scope of Work development for technical work approved by the Task Force
 - b. Gap analysis, either internal or external (identify gaps that are keeping the Work Group from accomplishing its stated task(s) within the timeframe established
 - c. Project status tracking
2. With respect to project tracking, in consultation with Work Group leads, maintain a simple project tracking system that provides the following:
 - a. Work Group project scope review and approval by the full Task Force
 - b. Work Group project report out process and format that provides the following to the full Task Force:
 - i. Project status with respect to schedule and budget
 - ii. Work Group summaries and recommendations to the full Task Force regarding work products
 - iii. Work Group work products provided in a timely manner for review and acceptance by the full Task Force so that project schedules are maintained
3. As appropriate assist Work Group leads as they coordinate with the Administrative and Contracting Entity (ACE) with respect to contract needs, contract reporting needs, and contract deliverables
4. Support ACE in information needs related to Task Force and technical work group topics, contracts, other support activities as requested, within the overall constraint of the task budget.
5. Support Workgroup Leads in scheduling meetings and providing conference call-in number
6. Participate by telephone periodically in workgroup meetings and conference calls to track activities for upcoming Task Force agenda topics/approvals, and to track work progress (preliminary assumption 2 hours per month for Ben = \$4,320)
7. The cost of the project coordination effort shall not exceed \$XX,000 without written authorization

Commented [BF1]: Task Force - Let's discuss your expectations for us related to this work, which was part of our original scope of work from 2018.

Total Budget: \$35,950+\$7,245+Task 3 costs