

Prince of Wales Landscape Assessment Team  
Request for Proposals  
Project Facilitator

**REVISED: AUGUST 18<sup>TH</sup>, 2016**

**I. Project Overview**

The Prince of Wales Landscape Assessment Team seeks proposals for a qualified facilitator to assist the team in the development of recommendations for the US Forest Service to consider as it works toward the adoption of a landscape level assessment document.

**II. Scope of Assignment**

The scope of the assignment is to prepare for and to facilitate meetings of the team. The meetings are intended to provide the USFS with recommendations as the agency develops a landscape-level assessment for the Prince of Wales Island area.

**III. Deliverables**

- **Meeting Preparation:** In consultation with the Team's officers, prepare team members for meetings. It is anticipated that the group will meet monthly at a minimum, on Prince of Wales Island.
- **Decision-Making Facilitation:** Facilitate content and process that will engage the participants in assessing and evaluating policies at the landscape level. Keep the decision making process clear and concise, and gather information from the USFS and share all relevant information with the team members. Keep the team members on track and focused on the tasks at hand in compliance with the team bylaws. Understand the facilitator must remain neutral. Remind the group of what has been discussed and keep them focused on moving forward.
- **Participatory:** Recognize the legitimacy of the interests and concerns of team members, and expect that their interests will be represented as well. Help the team members to recognize the interests of all stakeholders when crafting solutions. Ensure that participants hear, see and understand the information that is being presented.
- **Record and Action:** Ensure all decisions and actions are recorded accurately. Make sure that responsibility for and commitment to action is obtained and recorded when necessary. Compile team recommendations in a final report and submit the final report to the USFS.

**IV. Proposal Submission Requirements:**

Submissions must include the following information. Additional information will be accepted and considered during the review process.

- Statement of Interest and Intent that details competencies in Section V
- Profile (history, organization, specialization, vision)
- Comprehensive List of Services Offered

- Schedule of Labor Rates
- Schedule of Ancillary Fees (mileage, printing, postage)
- Recent Project Summaries
- References

**V. Competencies**

- Demonstrated experience facilitating long-term strategic planning including meetings and processes.
- Proven experience in working with community-led initiatives.
- Ability to organize and manage large amounts of complex data within tight deadlines.
- Strong presentation and facilitation skills.
- Strong writing skills to produce technical reports and communication materials for a variety of audiences.
- Familiarity with federal agency land-use policies and procedures.

**VI. Duration**

The team will begin its substantive work no later than October 2016. Facilitation work will begin in late September or October 2016. Work will continue in regular meetings. The group's work is estimated to be completed in up to 24 months, with an interim report by late Fall of 2017. Modifications may be necessary.

Proposals are due to the POW Landscape Assessment Team no later than 3:00 p.m. Friday, September 9, 2016. Submit proposals to:

City of Thorne Bay  
PO Box 19110, Thorne Bay, AK 99919  
or [customerservice@thornebay-ak.gov](mailto:customerservice@thornebay-ak.gov) with subject line: POW LAT Facilitator

Questions regarding this RFP may be directed to the POW LAT Chair via email:  
[projects@ccalaska.com](mailto:projects@ccalaska.com)