

APPENDIX A – COVER PAGE

Contact Information

Name of Business/Organization	
Organization Address	
Project Manager Name	
Project Manager E-mail	
Project Manager Phone Number	
RFQ Designated Contact Information <i>(If different from Project Manager)</i>	

Service Category Selection

Respondents may choose to provide services for one or more of the Service Categories listed below.

1. Select/check the Service Category that best aligns with your organization’s expertise.
2. Select/check the services that your organization can provide for each selected Service Category.

Service Category A: Open Public Forum Support, Promotion, Coordination, and Facilitation

<input type="checkbox"/>	a. Work with Air District and identified partners or community groups to design and run successful virtual, in-person, and hybrid meetings
<input type="checkbox"/>	b. Provide post meeting recap summaries, recordings and meeting notes as needed, to Air District staff and identified partners and community groups to document meeting outcomes
<input type="checkbox"/>	c. Work with Air District staff to ensure information is culturally relevant and as needed, provide translation and interpretation services into any of the languages commonly spoken in the Bay Area
<input type="checkbox"/>	d. Provide virtual, in-person, and hybrid meeting facilitation and logistical support, as needed
<input type="checkbox"/>	e. Identify and share local stakeholder contacts with Air District
<input type="checkbox"/>	f. When necessary, develop meeting flyers, translate outreach materials, promote meetings, workshops, events, and program progress, advertise and send targeted invitations, track responses
<input type="checkbox"/>	g. Provide stipends to participants as needed
<input type="checkbox"/>	h. Ensure the audiovisual needs of meetings are met
<input type="checkbox"/>	i. Utilize and operate virtual participation tools to maximize participation
<input type="checkbox"/>	j. Develop and implement qualitative and quantitative evaluation services for engagement activities

Service Category B: Accessible Meeting Logistics

<input type="checkbox"/>	a. When necessary and appropriate, identify and secure child watch
<input type="checkbox"/>	b. When necessary, identify and secure translation and interpretation services into any of the languages commonly spoken in the Bay Area
<input type="checkbox"/>	c. Provide healthy refreshments for in-person meetings as requested
<input type="checkbox"/>	d. Provide stipends/grants to participants (individuals and organizations)
<input type="checkbox"/>	e. When necessary and appropriate, identify and secure Americans with Disabilities Act (ADA) accessible meeting facilities with low to zero facility rental costs - prefer non-government venues that are transit accessible

Service Category C: Multi-cultural Media and Communications

<input type="checkbox"/>	a. Work with Air District staff and community members to produce videos, as requested
<input type="checkbox"/>	b. Maintain a social media presence across platforms to promote events and meetings
<input type="checkbox"/>	c. When necessary, translate communications materials into any of the languages commonly spoken in the Bay Area
<input type="checkbox"/>	d. Work with Air District staff and community partners to design and promote online community engagement platforms and participatory mapping tools (e.g., Social Pinpoint & Open Gov) to encourage broad engagement of diverse stakeholders

Service Category D: Stakeholder Group Coordination

<input type="checkbox"/>	a. Work with Air District staff and key partners to develop Stakeholder Group formation plans for specific projects, policies, programs, or plan development activities.
<input type="checkbox"/>	b. Assist with the identification, recruitment, and onboarding of Stakeholder Group members
<input type="checkbox"/>	c. Convene and facilitate virtual, in-person, and hybrid meetings
<input type="checkbox"/>	d. Work with the Air District and Stakeholder Group to develop goals, guiding principles, meeting norms, and decision-making agreements
<input type="checkbox"/>	e. Identify meeting and workshop objectives and prepare agendas in collaboration with partners and Air District staff
<input type="checkbox"/>	f. Provide neutral meeting facilitation that generally keeps meetings and workshops on schedule and on topic that uses a variety of collaborative facilitation strategies
<input type="checkbox"/>	g. Track and communicate, in coordination with the Air District, progress toward Stakeholder Group goals
<input type="checkbox"/>	h. Provide meeting and workshop materials in hardcopy and electronically through a secure online file share system, if necessary
<input type="checkbox"/>	i. Develop and implement a process for continuous communication with Air District and Stakeholder Group
<input type="checkbox"/>	j. Facilitate qualitative and quantitative evaluation services for meetings
<input type="checkbox"/>	k. Advertise and send invitations for meetings, track responses and meeting/workshop attendance
<input type="checkbox"/>	l. When necessary, translate outreach and meeting materials into any of the languages commonly spoken in the Bay Area
<input type="checkbox"/>	m. Adhere to Brown Act Committee requirements when necessary
<input type="checkbox"/>	n. Provide stipends/grants to participants (individuals and organizations)