

APPENDIX A – COVER PAGE

Contact Information

Name of Firm	
Firm 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

Select/check the services that your firm is qualified for and/or have experience providing. The Air District seeks firms that can provide a comprehensive range of community engagement support and facilitation services.

1. Public Forum Support, Outreach, Coordination, Logistics and Facilitation Services

<input type="checkbox"/>	a. Provide in-person and virtual support and services during weekday evenings after 5 p.m. PT and on weekends.
<input type="checkbox"/>	b. Develop engagement processes; plan, design and run successful and engaging in-person and virtual meetings for various projects, policies, programs or plan development activities.
<input type="checkbox"/>	c. Provide neutral meeting facilitation and logistical support, including support and advice on meeting agenda development and materials preparation.
<input type="checkbox"/>	d. Provide post meeting recap summaries, virtual meeting recordings, chat transcripts and meeting notes to document meeting outcomes and meeting participant survey results.
<input type="checkbox"/>	e. Ensure information is culturally relevant by incorporating an awareness, understanding, and responsiveness to the beliefs, values, and customs of individuals.
<input type="checkbox"/>	f. Identify and share local stakeholder contacts with Air District; conduct outreach or recruitment and liaise to relevant organizations and individuals; and support onboarding to community members part of ongoing committees.
<input type="checkbox"/>	g. Develop meeting flyers; translate outreach materials; promote meetings, workshops, events, and program progress; conduct outreach and send targeted invitations; track responses and attendance.
<input type="checkbox"/>	h. Provide technology back-end support during virtual and in-person meetings, including creating chat or other communication channels to ensure the audiovisual needs of meetings are met.
<input type="checkbox"/>	i. Utilize and operate virtual engagement tools, such as Miro, Mural, Whiteboard, etc., for virtual meetings.

<input type="checkbox"/>	j. Develop goals, guiding principles, meeting norms, and decision-making agreements.
<input type="checkbox"/>	k. Create project timelines, set up coordination meetings and other communication channels, and track progress towards goals.
<input type="checkbox"/>	l. Provide meeting and workshop materials electronically through a secure online file share system and in hardcopy.
<input type="checkbox"/>	m. Identify and secure childcare for in-person meetings.
<input type="checkbox"/>	n. Provide healthy refreshments and meals, preferably from local vendors, for in-person meetings, or provide on-demand food options, such as Door Dash.
<input type="checkbox"/>	o. Identify and secure Americans with Disabilities Act (ADA) accessible meeting facilities that are transit accessible and are open evenings and/or weekends.
<input type="checkbox"/>	p. Organize and arrange tour bus transportation for community tours for Air District staff and community members or Community Steering Committee members.

2. Administration and Disbursement of Funds

<input type="checkbox"/>	a. Administer stipends to community members, including collecting stipend request forms and tracking payments, and offering a range of disbursement options, such as check, direct deposit, gift cards, cash-value cards, Venmo, etc.
<input type="checkbox"/>	b. Administer reimbursements to community members, including creating a reimbursement process with Air District staff, collecting reimbursement request forms and tracking payments, and offering a range of disbursement options, such as check, direct deposit, gift cards, cash-value cards, Venmo, etc.
<input type="checkbox"/>	c. Administer incentives or grants to community-based organizations or non-profit organizations, including developing grant applications and workshops, flyers, grant agreements; administering funds; and collecting and reviewing grant deliverables.

3. Translation and Interpretation Services

<input type="checkbox"/>	a. Identify and secure materials translation of documents containing air quality related technical terms and topics into any of the languages commonly spoken in the Bay Area, including Spanish, Chinese, Vietnamese, and Tagalog, without the use of artificial intelligence.
<input type="checkbox"/>	b. Provide simultaneous interpretation services into any of the languages commonly spoken in the Bay Area, including Spanish, Chinese, Vietnamese, and Tagalog, for in-person and virtual meetings without the use of artificial intelligence.
<input type="checkbox"/>	c. Provide equipment for simultaneous interpretation, including headsets and microphones, as needed, for in-person events.

4. Project Plans and Evaluation Services

<input type="checkbox"/>	a. Develop community outreach and engagement programs, project plans, strategic plans and/or work plans.
<input type="checkbox"/>	b. Develop qualitative and quantitative evaluation plans and implement evaluation activities for outreach and engagement activities and/or programs.
<input type="checkbox"/>	c. Develop and execute survey tools, conduct outreach and data analysis, develop reports, and make recommendations for project improvements.
<input type="checkbox"/>	d. Develop and execute focus group or one-to-one interview questions, conduct outreach, coordinate and conduct meetings, and perform data analysis.

5. Conflict Mediation and Resolution Services

<input type="checkbox"/>	a. Work with Air District staff and key partners to develop a plan and execute a plan to mediate conflict to support collaborative planning and decision-making processes.
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