



WASHINGTON STATE DEPARTMENT OF
Natural Resources
PETER GOLDMARK - Commissioner of Public Lands

SERVICES CONTRACT

Contract No. SC 14-115

This Contract is between the State of Washington Department of Natural Resources, referred to as the DNR, and Sound Resolutions, referred to as the Contractor, for the express purposes described in the following provisions of this Contract.

The purpose of this Contract is to provide the Washington Coast Marine Advisory Council (Council) with a highly-skilled and neutral facilitator who can develop and manage an effective and efficient process for the Council to conduct its work.

Scope of Work

- (1) The Contractor will provide the following:
- Organizational development to include assistance to the state agencies in developing bylaws and operating procedures, facilitation of subcommittee meetings, and development of a work plan.
 - Meeting management to include preparation of agendas for Council meetings, facilitation of Council meetings, documentation and synthesis of Council meeting outcomes, and preparation of progress and final reports.
 - Communications and consensus building to include facilitation of one-on-one and group communication with Council members and ongoing communication with the state agency staff.
- (2) The Contractor shall produce the following:

Deliverables	Schedule
Task 1	
Draft bylaws and operating procedures	November, 2014
Final bylaws and operating procedures	Adopted at subsequent Council meeting
Coordination of sub-committee meetings, including agendas and meeting summaries	As needed
Work Plan (including tentative Council agendas)	January, 2014 (with ongoing updates)
Monthly progress reports	Monthly
Task 2	
Final agenda for Council meetings	One month prior to the meeting
Meeting packets including the agenda and background information for each meeting	Distributed at least two weeks prior to each meeting
Meeting summaries of all Council meetings	One week following each meeting
Facilitation of each Council meeting	Quarterly (or as scheduled by the Council)
Draft Annual Report	August, 2014
Final Annual Report	September, 2014
Correspondence or other communications on behalf of the Council	As needed
Task 3	
Facilitation of communications among Council members	Ongoing
Regular communications with agency staff	Ongoing

All required products must be delivered to the DNR Project Manager. All oral reports must be presented at the location requested by the DNR.

- (3) Attachment B contains the detailed Contractor's Proposal. The required elements of the scope of work are as follows:

A) Description of Project Requirements

Task 1: Organizational Development

1. Work with the Governor's office, Ecology, and Council chair to assist the Council in developing and following effective bylaws/procedures.
2. Work with the Governor's office and Ecology to schedule, prepare for, and facilitate sub-committee conference calls, including agenda and operations subcommittees. Other subcommittees may be formed depending on needs.
3. Foster consensus-based decision making, where possible.

Task 2: Meeting Management

Anticipate holding one meeting in October 2013, with the potential to hold three additional meetings between October 2013 and September 2014 upon approval from Council.

1. Prepare for Council meetings
 - a) Conduct pre- and post- meeting briefing and agenda development sessions with select Council members
 - b) Prepare draft and final Council agendas
 - c) Review meeting materials as needed to prepare for Council meetings
2. Actively manage Council meetings - attend and actively manage Council meetings and discussions
3. Document and summarize outcomes of Council meetings
 - a) Synthesize meeting notes, process comments, and finalize meeting summaries. (The state can provide note-taking capacity.)
 - b) Conduct and track follow-up action items as dictated by meeting results

Task 3: Communications and Consensus Building

1. Member communications: conducted between meetings to clarify interests, perspectives, and establish opportunities for finding common ground.
2. Agency and staff communications: conducted between meetings to clarify interests, perspectives, and establish opportunities for finding common ground.

B) Deliverables and Time lines

The contractor shall be responsible for submitting the following reports and a final

report on the dates specified as follows:

1. Draft summary of Council meetings: 2 weeks after each meeting.
2. Final summary of Council meetings: upon final approval of council, typically after the following meeting.
3. Draft agendas for Council meetings #2-4: each drafted at least 6 weeks prior and finalized 1 month prior to meeting.
4. Detailed statements of contract services performed, as an attachment to each monthly invoice.
5. Final report by September 16, 2014 summarizing tasks, deliverables, and outcomes.

Acceptance Criteria for Deliverables (format, type of information, right to reject and return for clarification/correction within ten working days after receipt):

1. Work must be completed in accordance with the specifications of this contract and deliverables must be completed on or before the agreed upon dates.
2. All work shall be completed to the satisfaction of DNR and shall be neat, legible, and in narrative form where appropriate.

The Contractor shall complete all specified Contract work including submission of reports, and/or other required documentation within the time periods set forth in the Contract.

Period of Performance.

The period of performance under this contract will be from October 1, 2013, through September 30, 2014.