

URM Steering Committee Facilitation Scope of Work

Task: Provide facilitation, program planning, and design support to the Portland Bureau of Emergency Management (PBEM) as they create a strategy to implement the committee process required by Resolution No. 37464.

Anticipated timeline: September 15, 2018 -December 31, 2018

Proposed Scope of Work

PBEM has assembled an internal steering committee to implement Resolution 37464. It is comprised of key stakeholders including Office of Civic Life, Bureau of Development Services, Prosper Portland, Bureau of Emergency Management, and City Council offices.

Mark Fulop, MA, MPH, of Facilitation and Process, LLC, will work with the internal steering committee to set up a public URM Advisory Committee that has a clear charge, represents a balance of interests, and is led by a qualified and independent professional. Facilitation and Process, LLC, will be ineligible to bid on this proposal.

Specific tasks are to:

1. Develop a Committee Charter.

The Resolution anticipates two committees addressing overlapping issues. Determine the best committee configuration to achieve meaningful engagement and fulfill requirements in an efficient way. Explore the possibility of using a single coordinating committee to meet quarterly and two subcommittees to develop the planning recommendations as required by the resolution. If the steering committee decides to run two separate committees, design communication structures to ensure collaboration between the committees. Ensure that the two committee charters establish the same baseline and language for both committees.

Deliverables: Committee charter(s) outlining:

- 1) the goals and outcomes to be addressed by the Advisory Committee(s),
- 2) committee and subcommittee structure and membership (number of members and interests represented), and
- 3) operating agreements related to committee leadership, member expectations, and decision-making process.

Expected time commitment: 12-16 hours preparation, meeting facilitation, and documentation.

2. Develop application materials and selection process for the Advisory Committee. Develop an equitable process for soliciting membership interest and selecting committee members.

Deliverables:

- 1) Committee membership application, based on Office of Civic and Community life template, plus additional screening questions
- 2) Written criteria for evaluating applicants
- 3) Proposed member selection process

Expected time commitment: 8-12 hours preparation, meeting facilitation, and documentation.

3. Develop a Scope of Work for consultant support and a process for selecting a facilitator. Based on the committee framework developed, create a scope of work for a consulting team that can lead facilitation support for the URM Advisory Committee. Specific attention should be paid to the qualifications and resources that the consulting team should bring to the project. Identify a process for vetting the consulting teams, to include interviews.

Deliverables:

- 1) Written draft scope of work that can be used to solicit comparable bids through a formal or informal RFP process
- 2) Proposed consultant selection process.

Expected time commitment: 12-16 hours preparation, meeting and written summary