



Facilitation Services for Sawtooth Valley Wildland Fire Collaborative

Request for Quote

Sawtooth National Recreation Area, Idaho

Background and Statement of Work:

The Sawtooth Valley Wildland Fire Collaborative was formed after the Halstead Fire burned 179,000-acres in 2012 and is a broad-based group of stakeholders, including federal, city, and county government, private landowners, businesses, and local concerned citizens. The goal of the group has been to identify and recommend to the Forest Service the location, type, and scale of fuel treatments and other wildfire risk reduction strategies for the Stanley area. For the past few years, the group has met approximately once a year. With the recent Ross Fork fire, there is a renewed interest in invigorating this collaborative effort, including developing an action plan to address the risk of catastrophic fire having significant consequences to homes, power supply, infrastructure, economy and environmental assets. The goal of the 2023 collaborative meetings will be to develop a longer-term action plan centered on local wildfire risk reduction.

This is a request for quotes for facilitation services for the Sawtooth Valley Wildland Fire Collaborative. The scope of work is for 2023 and potentially into 2024. Preference will be given to a collaborative facilitator who has a willingness to extend work with the group beyond 2023 as project funding is secured.

General Specifications

(a) Description of Work – This Request for Quotes is for facilitation service related to Sawtooth Valley Wildland Fire Collaborative the following:

1. Convene key leaders of the Sawtooth Valley Wildland Fire Collaborative to inform next steps for collaborative meeting processes, frequency, and action plan development
2. Organize and host two full collaborative meetings in 2023. This will include prework to organize the meeting and facilitation during the meeting. Additional tasks include assigning and managing note taking during the meeting; reviewing those meeting notes for accuracy after the meeting; and following-up on action items developed during the meeting.

3. Organize and host up to three smaller workgroup meetings, as needed, in 2023 to advance the development of a wildfire risk reduction strategy.

(b) Project Location- Full collaborative group meetings will be hosted on the Sawtooth NRA, preferably in person. Workgroup meetings could be hosted in person or virtually.

Pricing Schedule

Description	Unit	Unit Cost	Quantity	Total Cost
Organize and host two full collaborative meetings in 2023	2			
Organize and host up to three smaller workgroup meetings, as needed, in 2023	3			

Other Project Requirements and Specifications

(b) Specifications – Project work shall be accomplished in accordance with the following:

- Professionally and effectively communicate through written communications.
- Answer all emails sent to the project-specific email address with timely responses (auto responder acceptable when not on duty to the project).
- Professionally and effectively communicate via phone and video through spoken communications.
- Ensure communication with all current and potential members of the collaborative.
- Market the collaborative by assisting in creation of social media posts for all member organizations; write blogs, press releases, and any other types of marketing; present the opportunity to participate in the collaborative to any relevant gatherings or meetings of potential participants.
- Facilitate the meetings with a change-minded orientation; bring a bold and brave approach to the conversation; offer a broad process and idea-oriented approach; be flexible, be quick to respond and act; be a low-profile catalyst for forward movement towards collaborative goals; be a people-person with an extroverted approach to the meetings that encourages others to participate and communicate.
- Take direction from the ED of the Sawtooth Society and work with other organizations who comprise the collaborative.

Contractor Qualifications

(a) Past Experience – Please provide a brief explanation of previous work experience or include a resume with submission of quote.

(b) Availability – Please share your availability to facilitate 2 meetings per year, and up to 3 workshops per year for the Fire Collaborative starting with initial preparation in May of 2023 and anticipating this work continues for three years.

Quote Submission

Submit bids via email to Kathryn Grohusky by February 28, 2023.

Contractor Selection Process

The Sawtooth Society will use the Evaluation Factors below to review each submitted bid. Interviews to ensure a good fit for both the contractor and the organization are highly likely. Based on the outcomes of that selection process, the Sawtooth Society will notify successful and unsuccessful bidders as soon as possible, and no later than March, and will prepare a separate contract document.

- Price
- Previous Work History
- References

Point of Contact

For questions about the details of producing the bid, please contact:

Kathryn Grohusky
Sawtooth Society Executive Director
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