

REQUEST FOR PROPOSALS
FACILITATOR – LOCAL COORDINATING COUNCIL (LCC)

Northwest Colorado Council of Governments (NWCCOG) has received \$10,000 in grant funds from the Colorado Department of Transportation (CDOT) and is seeking proposals from qualified individuals to provide contracted coordination and facilitation services for the Local Coordinating Council through December 31, 2010.

The primary responsibilities of the Facilitator are meetings facilitation, coordination, and plan development for the creation of a Local (regional) Coordinating Council in the Rural Resort Region area (Eagle, Garfield, Grand, Jackson, Pitkin, and Summit Counties, and the cities of Leadville and Steamboat Springs).

Interested individuals or firms should submit their proposal to provide facilitation services, statement of qualifications, resume of experience, and cost estimate to:

Liz Mullen, Grants Administrator
Northwest Colorado Council of Governments
PO Box 2308
Silverthorne, CO 80498
Fax: 970-468-1208
lmullen@nwc.cog.co.us

The deadline for proposal submittal is 5:00 PM, March 19, 2010.

The following is a more detailed description of the services requested. If you have questions please email Liz Mullen or telephone at (970) 468-0295 x 123.

CONTRACTED SERVICE:
Facilitator, Local Coordinating Council (LCC)

CLARIFICATION OF SERVICES:
The CONTRACTOR, serving in the capacity of Facilitator for the Local Coordinating Council:

- will convene and develop a Local Coordinating Council in the Rural Resort Region - participating jurisdictions include: Eagle, Garfield, Grand, Jackson, Pitkin, and Summit Counties, and the cities of Leadville and Steamboat Springs.
- will be someone with experience in problem solving, decision making, team management and/or communications. Ideally the facilitator will have some general knowledge of human services programs or transportation services, but it is not a prerequisite.
- will be someone who can plan, guide and manage the LCC to ensure that the group's objectives are met effectively, with clear thinking, good participation and buy-in from the participants. The Facilitator will be someone who can take a neutral stance, step back from their own personal views, and focus on the group process.
- will be responsible for ensuring that: the LCC sets realistic goals for its effort; there is effective participation by LCC participants; participants achieve a mutual understanding; participants' contributions are considered and included in the ideas, solutions or

decisions that emerge; participants take shared responsibility for the outcome; and that participants are challenged with finding potential solutions to transportation problems.

- The facilitator cannot serve as the chairperson or vice chairperson of the LCC.

DESCRIPTION OF SERVICES:

Serving in the capacity of Facilitator for the Local Coordinating Council, the CONTRACTOR will complete the scope of work described below.

- A. **Purpose:** The Colorado Department of Transportation (State) has provided \$10,000 in grant funds to the Northwest Colorado Council of Governments (NWCCOG) for the purpose of facilitating the operation of a Local Coordinating Council (LCC), which will constitute the Project.
- B. **Background:** The Project is the result of an effort by various federal agencies to overcome coordination barriers between programs that offer human services transportation. Those agencies banded together and formed the United We Ride program to set the stage for creating state and local partnerships for common sense problem solving. Various tools have been developed for addressing these coordination issues at the state and local level. States are encouraged to form coordinating councils, and to that end Colorado responded by creating the Interagency Coordinating Council.

Colorado's strategy for improving the coordination of human service and public transportation programs has two key focal points for action. First, the state-level Coordinating Council was established to facilitate communication among various State and Federal agencies, to address obstacles to coordination, and to seek changes in procedures and policies that would improve coordination and service delivery.

Second, the State Coordinating Council is encouraging the creation of Local (and regional) Coordinating Councils (LCCs) that seek to improve local and regional communication and collaboration, build coordinated transportation programs, encourage human service and transportation agencies to increase coordination in their local area, and provide feedback to the State Coordinating Council.

A LCC is a body that encourages, implements and/or oversees the provision of coordinated transportation in their county(s) or region. The LCC also provides feedback to the State's Interagency Coordinating Council as to what is working well, where State procedures or policies may need to be changed, or where technical assistance may be needed. LCCs consist of stakeholders with an interest in improving mobility or providing transportation services. The most effective LCCs will be diverse organizations that reflect community values and are able to build wide local support for their actions.

A LCC is not expected to be a legally incorporated entity, but it may choose to do so at its own discretion.

- C. **Required Tasks** The specific tasks to be carried out by the LCC are outlined below:
 - 1. **LCC Formation:** The Facilitator will be responsible for working cooperatively with other organizations/agencies to formally organize a LCC that consists of the community's providers of human services transportation, funders of those services, human services agencies that use or need those services, advocates for human services client groups, and other interested organizations. The

Facilitator will be responsible for involving and encouraging the participation of the county department(s) of social services, as they play a very key role in the success of LCCs.

2. **LCC Operation:** The Facilitator will be responsible for convening regularly scheduled meetings of the LCC at a consistent time and location agreeable to LCC participants. The Facilitator will arrange the meeting place and notify participants in advance. The Facilitator will be responsible for maintaining an active email list of the participants as well as all organizations that might have an interest in the LCC. The Facilitator will be responsible for ensuring that summaries of all LCC meetings are written and provided to all parties on its mailing list, including those who may not regularly participate. Formal minutes are not required.

The Facilitator will ensure that the LCC selects a chairperson and vice chairperson.

NWCCOG will provide administrative support in the form of:

- copies and printing
- postage
- office supplies
- conference call capabilities

3. **Goals of the LCC:** The Facilitator will encourage the LCC to identify its particular areas of interest and to set its own goals and objectives for its work. Among the particular issues that will be addressed are those suggested by the NWCCOG in its proposal to the State, which includes:

- identification and engagement of stakeholders,
- an inventory and assessment of existing resources, services, and delivery models, and
- linking and formalizing a dialogue between transit systems and human services transportation.

In addition, the LCC will also address the following general issues:

- The identification of obstacles to coordination
- How the LCC might address these obstacles
- What role the LCC could play in improving the coordination and delivery of human services transportation
- How the LCC will continue beyond the life of this grant (12/31/10)