



New York State Association of Metropolitan Planning Organizations

Request for Quote - Public Meeting Facilitation Training

Issued: July 18, 2024

Introduction

The New York State Association of Metropolitan Planning Organizations (NYSAMPO) is a coalition of the fourteen MPOs in New York State, which have committed to working together toward common goals, coordinating with New York State, and identifying best practices. We represent all urban areas in the state from the very large like New York City to the smaller like Elmira. Along with our partners at the state and federal levels, our work encompasses collaborative discussions on policy direction and funding among MPO directors and senior staff and knowledge building and technology transfer among staff of all experience levels through our nine standing working groups. This improves the ability of MPOs to maximize transportation's contribution to economic development and quality of life in the urban areas of New York State. More information about NYSAMPO is available at <https://www.nysmpos.org/>.

Scope

Public participation is a core element and a requirement of the MPO planning process. Through this RFQ, NYSAMPO is seeking public meeting facilitation training for staff members of the 14 MPOs in New York. The NYSAMPO Public Engagement Working Group is the intended primary audience for the facilitation training.

NYSAMPO is not looking for an introductory level public engagement course. Participants in the training will have experience in public engagement processes and facilitation. This training is intended to build upon this experience and further develop MPO staff expertise. The training will provide strategies for conducting effective public meetings, hearings, and forums, and will cover, at a minimum, the following topics:

- Determining appropriate meeting structures to meet project goals (presentation and Q&A, break-out groups/focus groups, open house, pop-ups, etc.).
- Pre-planning meeting activities for different type of meetings.
- Advertising meetings (including virtual options).
- Setting the tone, pace, and ground rules for public meetings.
- How to encourage active participation from all meeting attendees.
- How to deal with difficult questions, prevent individuals or subgroups from dominating the conversation, and anticipate and address other common public meeting challenges.

At minimum, the selected Contractor will be expected to provide the following services:

- Classroom format and in person delivery of instructor led training. Trainers/instructors must be subject matter experts qualified and experienced in educating employees on public engagement facilitation. Resumes for all professional staff developing and delivering the training must be included in the submission.
- Two (2) separate training sessions of approximately 5 to 6 hours each. The expected size of the training audience for each session is approximately 15-25 participants. Training sessions will be held in New York State. The precise locations have not yet been determined. We anticipate one session will take place in western New York and the other session in a central or eastern location of the State.
- Coordination call with the NYSAMPO Public engagement Working Group Co-Chairs and NYSAMPO Staff Support Team to kick-off the project.
- Ongoing coordination with the Co-Chairs/NYSAMPO Staff Support Team on date selection, training agenda development, and meeting day logistics.
- Training materials (presentation and associated materials) must be made available in draft form for review and comment at least four weeks prior to the training.
- The training sessions may begin as soon as September 2024 and must be completed by no later than March 31, 2025.

NYSAMPO is interested in the respondent's approach to the use of role-playing exercises and other means to practice and reinforce the training. NYSAMPO will retain the right to use and distribute materials as desired after the training has been completed.

Administration

- Coordination for Training development and scheduling will be with the Co-Chairs of the NYSAMPO Public Engagement Working Group and the NYSAMPO Staff Support Team.
- NYSAMPO will secure the meeting space for the in-person trainings and arrange refreshments.

Invoicing:

- Invoices must be submitted to James Stack, Executive Director, Genesee Transportation Council, via email at jstack@gtcmpo.org. The first invoice will be submitted upon successful completion of the first training session. The final invoice will be paid upon successful completion of the second session.
- All training materials, finalized materials, or follow-up work such as recommended next steps, training notes/suggestions, etc. must be provided for distribution by NYSAMPO prior to final payment being released.
- Invoices shall include a description of work and itemized travel costs that are being requested for reimbursement, if applicable.

Submission Instructions

Responses shall be no more than five pages in length (excluding resumes and the price proposal), and must include the following information:

1. Name of proposers, title, organization, address, and primary contact phone number and email address.

2. Describe relevant experience in public engagement training.
3. Describe approach to developing and delivering the Training. Include a timeline with milestone delivery steps including draft and final training outlines, draft materials/exercises, and final materials/exercises.
4. Provide references for similar work (at least 2). References must include organization name, contact name and title, email, phone number, and period of training.
5. Provide any additional information believed to be relevant to the decision of selection of the best training provider for NYSAMPO.

As a separate attachment, or as an appendix to the response, provide resumes of proposed personnel that will develop and deliver training, and a price proposal. Itemize other direct costs such as travel expenses for each training session. This will be a fixed price contract.

Timeline:

- Responses are due by 5:00 PM EDT on August 19, 2024. Responses should be provided in PDF format via email to Rich Denbow, NYSAMPO Staff Consultant, at rdenbow@camsys.com. Please reference “NYSAMPO RFQ for Public Meeting Facilitation Training” in the subject line.
- Written questions can be directed via email to rdenbow@camsys.com on or before August 2, 2024. Questions received and responses will be posted on the NYSAMPO website (<https://www.nysmpos.org/>) at least one week in advance of the submission due date.

Review Criteria

Consultants will be selected based on the following criteria:

1. Relevant Experience (40%)
 - a. Experience planning and delivering public engagement training
 - b. Experience working with federal, state, and local government agencies
 - c. Experience in transportation planning public engagement
 - d. Experience working on public engagement efforts with New York State MPOs a plus.
2. Proposal quality and responsiveness to the RFQ. (30%)
3. Ability to meet the schedule. (20%)
4. Submission from New York State certified WBE/DBE firms is encouraged. (10%)

NYSAMPO does not have a specific budget amount allocated for this training. Respondents will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided.