

**Port Gamble S’Klallam Tribe
Natural Resources Department
Request for Proposals Strategic Planning**

4/14/23

The following is a summary of the questions we received regarding the Request for Proposals and our responses.

1) Is the afternoon on June 12 (plus the time to complete surveys, review the completed plan) the only time designated for staff to contribute to this work?

The proposal is designed for an efficient and effective process that is collaborative, but also feasible with staff schedules. We have reserved at least four hours on June 12 for the in-person workshop. We also expect that the consultant will prepare the survey to be comprehensive and detailed as a tool for the strategic planning. In addition, the on-line meeting to review the draft plan will be an opportunity to gather more feedback from staff.

Although it is very difficult to schedule time with all NR Dept staff during this upcoming busy season, we are open to adding meeting time if it is necessary and the proposal gives a convincing justification for it. Also, the survey may be replaced with in-person meeting time if it can be justified and cost effective.

2) Is it envisioned that the selected consultant will gather information and then, independent of the group, process that information to develop a proposed plan?

The consultant will prepare the strategic plan based on the information gathered from the survey, in-person workshop and online meetings. We are open to other approaches with justification and a reasonable cost estimate.

3). Is there a maximum page count for the proposal? If yes, is there any penalty for exceeding the page count such as a deduction or disqualification?

The maximum page count is 20 pages. We are looking for a concise and well-written proposal. Points will be deducted for proposals not meeting those standards.

4). Are any direct costs or expenses reimbursable, and if yes can you clarify what they are?

Yes, direct costs and expenses are reimbursable, including travel and event supplies. Other overhead costs should be incorporated into the hourly rates.

5) Is there a budget in mind or allocated for this project?

The budget range is \$10,000 to \$20,000.

6). If aside from strategic planning expertise, would the Natural Resources Department benefit from public works, infrastructure, water, transportation, funding, or other technical or engineering strategic counsel as you engage in planning to workshop the feasibility of initiatives or strategies?

The Natural Resources Department does not manage public works, infrastructure, water, transportation, and engineering activities, which are managed by outside departments. The NR

Department does manage grants and funding. Our technical expertise is focused on scientific research, environmental review, fisheries co-management, environmental policy, hatchery operations, environmental education, shoreline management, water quality standards and wildlife monitoring.

7) Is there an existing strategic plan that you would like us to use as a template or would you like to co-design a new template for this project with your selected consultant?

There is an existing strategic plan, but we would like to co-design a new template for this project with the consultant.

8) Should we anticipate work related to engagement and input from the Tribal Council and Executive Team within the proposal scope?

No, the project will not involve the Tribal Council or Executive Team. We will have the Tribal Council's and the Exec Team's mission/vision and strategic goals available to use in our process as needed, mainly for the purpose of consistency. After we have completed the strategic planning process, we plan to take it to Tribal Council for review and comment. That may be separate from this contract.

9) Would you like to include engagement/ input from other Departments within Port Gamble S'Klallam Tribe in the development of the strategic plan?

We do not plan to engage other departments in our strategic planning process but are open to hearing other approaches.

10) Would you like to include community input or input from other entities outside of the Natural Resources Department in the strategic plan development?

We do plan to bring our completed strategic plan to Tribal Council for review and comment. We are open to hearing any ideas about including community input in our process.