

## Attachment A

### Minimum Scope of Services for Subcontractors

#### **Task 1. Project Management**

Subcontractors shall be compensated by the Contractor. Subcontractors shall provide written activity reports to the Contractor as needed for monthly invoices to the Contract Administrator, including recent activities, services provided, estimated staff time expended, and general feedback to the Contract Administrator.

##### Task 1 Deliverables:

- Quarterly invoices for engagement services provided in .docx format
- Written monthly activity reports in .docx format

#### **Task 2. Community Outreach and Workshop Execution**

The Subcontractor will coordinate with Contract Administrator and the Contractor on the development of a community outreach plan that includes the execution of at least two (2) civic workshops that will help community members understand what the City does and prioritizes and different ways to participate in City projects.

Subcontractors shall review the [Inclusive Public Engagement Guide](#) prior to drafting their outreach plan for the workshops. Each Subcontractor will have flexibility in selecting the workshop design and format best suited to reach community members. The Contract Administrator will provide an outline of the content to be shared and will approve final presentations or overviews of this content.

For this effort, Subcontractors will be required to:

- Prepare an outreach schedule approved by the Contract Administrator to meet the project needs
- Provide advance notice of the workshop to stakeholders at least two weeks prior to the event through regular group meetings, newsletters, or other means. In addition, the Subcontractor must provide a broadly advertised invitation to community members at least two weeks prior to the date of the workshop
- Execute two (2) workshops that present the basics of City government, the City's climate and home development goals and how to participate in City decision-making. Workshops may present other pertinent information for the community (e.g. City services).

**Task 2 Deliverables:**

- Outreach plan and schedule in .docx format
- Workshop outreach collateral including but not limited to emails, social media posts, flyers, and other print and digital media used to share about the workshop(s) in their native format
- Workshop presentation(s)
- Two (2) community workshops
- Full-resolution photos, videos, or other media taken at the workshop, if any

**Task 3. Summary and Reporting**

Each Subcontractor will provide a detailed report on workshop efforts, outcomes, any input from community members, and lessons learned.

Reports will summarize this information for each workshop conducted by the Subcontractor and shall be submitted to the Contractor no more than twelve (12) calendar days after the workshop takes place.

The report will include the following information, whenever possible.

- Attendance roster
- Optional demographic information, including:
  - ZIP code
  - Age
  - Race/ethnicity
- Additional optional information, including:
  - Household income
  - Employment type
  - Public transit use
- Any community feedback
- Lessons learned, if any

**Task 3 Deliverables:**

- Sign-in sheets/attendance roster
- Report for each workshop in .docx format