

Questions and Answers

Lake Tahoe Stewardship Council

REQUEST FOR CONTRACTOR SERVICES

Destination Stewardship Plan Implementation

Posted 7/18/2023

1. How important is it that the consultants have an established external facing presence (we are consultants who do our work from reputation-based referrals)?
 - a. The established external facing presence of the consultant is not an important factor.
2. What examples would you like to see from our work to demonstrate our experience?
 - a. Relevant examples of similar work in destination stewardship, facilitation, collaborative building, etc. should be shown. This could be a short explanation of the work project and key outcomes as relevant to this projects scope of work.
3. How important is destination management experience for consultants applying for this (we have all done work in this arena, but it is not the sole focus of our work)?
 - a. Destination management experience is important. However, it doesn't necessarily have to be the sole focus of previous experience. Collaborative building, facilitation, communications, tourism, recreation management, etc. that are also listed in the proposal are important skills and do not necessarily need to have occurred in the destination management field.
4. What from this project is expected to be communicated and published in Spanish (focus groups, website, publications)?
 - a. Engaging all communities in Tahoe is important, including Spanish speakers. This can include stakeholder outreach efforts, workshops, and communications. Additional resources may be available for interpretation and translation.
5. How much would you like our built professional relationships to enhance building your stakeholder network?
 - a. Any existing professional relationships that can enhance our stakeholder network are appreciated.
6. When looking at the RFP, we see you are asking for a four-page maximum for this budget. Is there a separate budget already established for materials, supplies, software, and subcontracted services (such as Spanish translation, web development, etc.)? Is there someone within the organization tasked with the oversight of managing this budget, or is it expected that the consultants will manage this?
 - a. There is a separate budget for materials, supplies, software, and subcontracted services (such as Spanish translation, web development, etc.).
 - b. It is expected the consultants will manage the additional budget.
7. Is there secured funding allocated for this 2-year stage of the project for the duration of this RFP?

- a. Yes, initial funding for the 2-year period has been committed by regional partners. Additional fundraising may be needed to support project implementation.
8. Do you have other funding sources identified already and can the Stewardship Council apply for large-scale federal funding?
 - a. We have a short list of potential others funders, and the Council would ask for consultant support in identifying other potential funding sources such as federal grants.
9. Are you hoping to identify and develop multiple audiences in the philanthropic space (individuals, corporate, foundations, etc.)?
 - a. Not necessarily unless it relates to fundraising.
10. We see the large group of stakeholders who have made this happen and a board-like structure. We are curious about your organizational structure (are you a non-profit, an initiative under a regional planning agency, etc.)?
 - a. Currently, the Destination Stewardship Council is informally organized. It was identified as a near term action to explore formalizing this organization through several possible incorporation models (501c3, etc.)
11. We see that you have established pillars and immediate term and priority actions, assuming you've already identified exact deliverables and timelines, are there any specific priorities that you would like us to expand upon in the proposal?
 - a. The pillars and priority actions will be the basis for the Council's work moving forward. Additional work with the Council will be needed to refine exact deliverables and timelines.
 - b. For specific priorities, the pillar of 'turning shared vision into shared action' should have additional detail since establishing the council is the most immediate priority.
12. What is the level of detail you want for your communication plan and for which audiences (how much do you anticipate utilizing different forms of social media targeted toward different generational and cultural audiences)?
 - a. For the consultant bids, a high level outline of the proposed process for community engagement would be appreciated. For the actual work, a detailed plan would be expected to be developed and implemented that includes tactics such as social media.
13. Is there an opportunity for us to have a short call with you?
 - a. To ensure a fair bidding practice we are not able to have additional conversations with potential bidders.
14. Do you prefer in-person or virtual convenings of the Stewardship Council and action teams?
 - a. We anticipate a mix of in person and virtual meetings with the council and action teams.
15. Even if meetings are in-person, will you still want a virtual option available?
 - a. Yes, given the geography of the region, hybrid meetings are a norm.
16. What is the desired meeting frequency for both the Stewardship Council and action teams?
 - a. The full Council will most likely meet on a quarterly basis, with smaller meetings with the co-chairs on a more frequent basis.

- b. Actions teams may meet monthly depending on which topic they are working on.
17. Is the consultant expected to facilitate action team meetings as well, or will the action teams operate more independently than the Stewardship Council?
- a. The action teams may have a team lead assigned outside of the consultant that would facilitate those meetings.
 - b. The selected consultant would be expected to coordinate with the action teams to ensure they are working toward council priorities and providing regular status updates back to the council.
18. During this next phase of work, do you anticipate working with some or all of the consultants that helped to conduct the situation assessment and visioning process and develop the Stewardship Plan?
- a. No, the contract with the consultants that developed the Stewardship Plan is complete and no additional work with that team is expected at this time.
19. Are you seeking any new/additional skills (besides those of the other consultants used to this point) to support the tasks and deliverables of the next phase of work?
- a. Not outside of the skills listed in the proposal request.