

NetworkNEXT

Building tomorrow's bus network, starting today.

Conversation Host Scope of Work Agreement

Community Conversations Series Purpose

Organizations, community groups, leaders, and artists will host and facilitate a community conversation around transit values. Each conversation should aim to deepen the communities understanding of transit tradeoffs, constraints and opportunities, and solicit direct input of values and priorities to aid Metro Transit's work.

(Organization or Individual Name) _____
will perform the following tasks:

- Pre-meeting planning with Metro Transit
- Plan and promote community conversation
- Host community conversation
- Provide summary report and documentation (audio or video and transcription) from conversation
- Participate in one joint debrief meeting or survey.

Deliverables:

- Audio or Video documentation of conversation
- Written transcription of conversation
- Summary of themes and feedback
- Debrief survey

Metro Transit Role and Responsibility:

- Provide essential questions and information for facilitator
- Support promotion of conversation through Metro Transit website and networks
- Provide (1) Metro Transit staff person to attend community conversation to provide assistance at hosted conversation.

Timeframe:

- Facilitate conversation by November 8, 2019
- Participate in debrief by November 30, 2019
- Provide documentation of session by November 15, 2019

Grant Amount: 2,500; (First installment upon award announcement \$1,250, Second installment upon completion and submission of all deliverables).

Organization Contact Signature

x _____