

TASK ORDER

Facilitation Services

CONTRACT: 4600003212, CSUS
TASK ORDER NO: CSUS-FourCounty-0108-020
DATE: January 7, 2008

TASK ORDER NO. CSUS-FourCounty-0108-020 UNDER AGREEMENT NO. 4600003212 BETWEEN THE STATE OF CALIFORNIA, DEPARTMENT OF WATER RESOURCES (DWR) AND CALIFORNIA STATE UNIVERSITY, SACRAMENTO (CONTRACTOR)

DESCRIPTION OF TASK: Contractor shall conduct an assessment to ascertain the best approach to assisting regional partners with water resources planning efforts. This includes: 1) developing an assessment questionnaire; 2) preparing a letter of introduction describing the assessment process and its purposes; 3) identifying individuals to be interviewed as part of the assessment; 4) analyzing the results of the interviews; 5) preparing a report summarizing the major findings from the assessment with recommendations on how to proceed; and 6) coordinating with the regional partners on assessment progress and findings and conclusions. The intent is to identify whether conditions are well suited to conducting a collaborative process, and if so, how best to approach the process.

I. SCOPE OF WORK

A. Description of Services

1. Work with regional partners to develop the assessment interview questions, letter of introduction and list of potential individuals to be interviewed.
2. Schedule and conduct interviews. As many as 25 interviews are anticipated with most being face-to-face interviews. Some small group interviews might be utilized for cost efficiencies.
3. Analyze the results of the interviews, prepare an assessment "briefing report" that highlights the major findings from the interviews and information collected during the assessment process, and make recommendations concerning whether and how to proceed with a collaborative process to support regional water resources planning.
4. Staffing for the project will be undertaken in concert with DWR and the regional partners to ensure a good match between the requirements of the project and the experience of the facilitator.
5. Present to the regional partners progress updates and assessment findings and conclusions.

B. Project Deliverables

1. Interview questionnaire and letter of introduction.
Completion Date: April 2008
2. Assessment briefing report.
Completion Date: June 2008
3. Monthly Progress Report to DWR.
Completion Date: Ongoing
4. Other Duties as Required, as directed by DWR staff.
Completion Date: Ongoing

C. Project Assumptions

1. Three and one-half hours are estimated to schedule and conduct each interview.
2. 25 interviews are anticipated for budgeting purposes; significant changes in the number of interviews could affect the estimated budget.
3. 40 hours are estimated to prepare and present the assessment "briefing report."
4. 30 hours are estimated to design the assessment process.
5. Eight hours are estimated for project management and oversight.
6. Five trips to the project area are anticipated as part of the assessment.

II. TERM

Contractor shall complete all work under this Task Order within the following time period:

Start Date: January 7, 2008

Termination Date: August 30, 2008

III. BUDGET

Contractor shall be paid in accordance with the terms of Agreement No. 4600003212 in accordance with the following budget:

LABOR			
Labor Category	Hours	Hourly Rate	Total
Managing Senior Mediator	39	\$180	\$7,020
Senior Mediator/Facilitator	138	\$155	\$21,390
TOTAL LABOR COSTS			\$28,410
OTHER DIRECT COSTS			
Materials and Supplies			\$300
Travel (Assume 5 trips; 200 miles/trip)			\$0
TOTAL ODCS			\$300
TOTAL NOT TO EXCEED BUDGET			\$28,710

IV. CONTRACTOR STAFFING:

Managing Senior Mediator – Greg Bourne
Senior Mediator/Facilitator – Greg Weber

V. CONTACT PERSONS

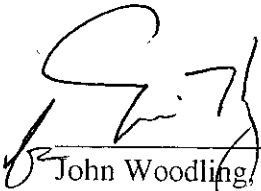
State's Project Manager: Eric Hong
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Contractor's Project Manager: Greg Bourne
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E-mail: gbourne@ccp.csus.edu

VI. AUTHORIZED SIGNATURES

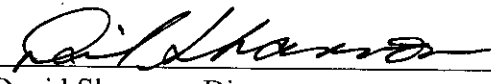
IN WITNESS WHEREOF, Contractor and DWR agree these services will be performed in accordance with the terms and conditions of Agreement No. 4600003212.

STATE OF CALIFORNIA
Department of Water Resources



John Woodling, Acting Chief
Division of Planning and Local Assistance

**CALIFORNIA STATE UNIVERSITY,
SACRAMENTO,**
Center for Collaborative Policy



David Shannon, Director
Procurement & Contract Services
CSUS# CP030051