**Form Q: Ability to Provide Specific Components**

1. **Essential – Require at least one of the services listed below to qualify**

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| **Service** | **Provider**  **Y – Yes**  **N – No**  **S – Can be sub-contracted if required**  **(Response Required)** | **If you answered, Y (yes), please label (e.g. Ai) and attach:** | **If you answered, Y (yes), please include a**  **description/comments, including number of staff available to provide this service:** |
| 1. Community Capacity Building (offering training and oversight for community members to have a role in the engagement process as part of the engagement team) |  | A project example (either in the form of a report, link to a project website, or other demonstration of service experience) |  |
| 1. Engaging equity-deserving communities |  | A project example (either in the form of a report, link to a project website, or other demonstration of service experience) |  |
| 1. Event/Meeting Facilitation |  | A facilitator’s guide |  |
| 1. In-person Event Coordination |  | An in-person event plan |  |
| 1. Virtual Event Coordination |  | A virtual event plan |  |
| 1. Hybrid in-person and virtual event coordination |  | A hybrid event plan |  |
| 1. Develop engagement strategy and manage process |  | An engagement strategy |  |
| 1. Quantitative data analysis |  | Your quantitative analysis process including any software and an example of the analysis output |  |
| 1. Qualitative data analysis |  | Your qualitative analysis process including any software and an example of the analysis output |  |
| 1. Report writing |  | A plain language report |  |
| 1. Public engagement evaluation |  | Evaluation method and example of evaluation |  |
| 1. Public Research Statistically representative surveying |  | An example of public research (either in the form of a report, link to a project website, or other demonstration of service experience) |  |
| 1. Public Research Focus groups – random sample |  | A project example that incorporated focus groups (either in the form of a report, link to a project website, or other demonstration of service experience) |  |

1. **Marketing Services – Optional**

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| **Service** | **Provider**  **Y – Yes**  **N – No**  **S – Can be sub-contracted if required**  **(Response Required)** | **If you answered, Y (yes), please provide:** | **Description/Comments**  **(Response Optional)** |
| 1. Graphic design - general |  | Two examples |  |
| 1. Engagement/event promotion |  | An engagement/event promotion plan |  |
| 1. Graphic design – map production |  | Two examples |  |
| 1. Graphic design – artistic rendering |  | Two examples |  |
| 1. Video production |  | Link to example |  |

1. **Other Services – Please add any additional special skills or services related to public engagement that may be considered as part of future Requests for Proposals**

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| **Service** | **Provider**  **Y – Yes**  **N – No**  **S – Can be sub-contracted if required** | **Description, notes or additions** |
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