



SCOPE OF WORK

Innovative Ideation Facilitator

EY2023-SP-01

1. Introduction

This document defines the work that the Supplier must perform for **Innovative Ideation Facilitator** under a contract with Foundation for Puerto Rico (FPR) for FPR's project, an El Yunque Regional Visitor Economy Design for Access and Transportation.

FPR will focus on enhancing shared stewardship efforts with surrounding El Yunque National Forest communities by documenting ideas and suggestions and researching best practices and models, through innovative design thinking and facilitation methods. Following outreach and ideation efforts, FPR will develop and provide the United States Forest Service with a regional economic development strategy using the Visitor Economy and Regenerative Tourism frameworks to increase visitor flow and latency in the eastern region. FPR will also develop a three-solution report on access and transportation into El Yunque NF. The US Forest Service will incorporate the report's findings and recommendations into their decision-making process as stated in the 2019 Land and Resources Management Plan.

The Innovative Ideation Facilitator will be responsible for facilitating subject-specific working group meetings with multi-sector stakeholders to address and develop solutions and strategies to challenges on topics that include, but are not limited to, community-based economic development, visitor economy/tourism, access and transportation, destination management, and conservation and regenerative practices.

If selected, the supplier must read the project literature and participate in meetings with FPR to further discuss the project and deliverables.

The FPR reserves the right to modify the listed scope and, if appropriate, add additional tasks prior to and during the term of the contract, upon agreement with the supplier.

FPR will review proposed prices received within the submission term and verify the submitted quote's compliance with the requirements established in the Scope of Work. FPR may request clarifications to provide a better understanding of the purchase requirements. The FPR reserves the right to negotiate proposal(s) received within the established submission term.

2. Requirements

This section defines the Innovative Ideation Facilitation services and related tasks that the Supplier must perform to support FPR and its requirements for this purchase.

- FPR expects the selected supplier to have available competent and fully qualified staff, authorized or permitted under federal, state, and local law to perform the requirements under the scope of work.

- FPR may request evidence of training and/or details of previous experience in related projects with similar scopes.
- The Selected Supplier(s) will be directly working with the Vice President of Operations and Programs and the Program Manager to ensure the accuracy, timeliness, and completion of services. The scope of work presented is based upon circumstances existing at the time of solicitation.
- It is expected to provide training to FPR staff, up to 12 to 20 people, to facilitate and lead Innovative Thinking meetings.
- FPR expects to host up to 10 meetings during this period, to be performed from February through May 2024. Each meeting is expected to last around 4 hours and be comprised of 7-10 members, including FPR staff. These meetings will be recorded for project documentation and reporting purposes.
- The selected supplier must comply with the expected deliverables. All these services must be provided in a professional manner, satisfactory to FPR requirements, and in accordance with the terms and conditions included with this Scope of Work

3. Services and Tasks:

The Selected Supplier will be responsible for performing the following tasks:

- The selected supplier will read and ensure an understanding of shared project materials and literature in preparation for service delivery.
- The selected supplier will meet with FPR as needed to review goals and requirements for each subject-specific working group meeting.
- The selected supplier will design ideation sessions for each meeting that promote innovative and creative design of strategies and solutions for previously discussed challenges or hurdles related to the topics shared in the Introduction.
- The selected supplier will meet with FPR to discuss exercises at least 1 week before each meeting. FPR may require changes in design to ensure outcomes are met.
- The selected supplier will perform up to 10 innovation ideation group meetings between the months of February and May of 2024. FPR may extend the performance period window if needed.
- The selected supplier must produce a report for each meeting, documenting the methodology and strategies used during each meeting, as well as the results and proposed strategies and solutions.

4. Deliverables

The Supplier shall take into consideration the below-mentioned deliverables as part of their proposal:

- Participation of project onboarding meetings with FPR project staff.
- Participation of planning meetings with FPR in preparation of the subject-specific group meetings.
- Design of methodology, exercises, and strategies for each subject-specific group meeting.
- Coordination and performance of meetings to discuss designed sessions with FPR staff for

approval at least 1 week in advance of the date of the scheduled subject-specific group meeting.

- Execution of up to 10 subject-specific group meetings with the goal of facilitating innovative ideation processes and producing comprehensive strategies and solutions to challenges to be discussed during the session.
- Creation of a report documenting the design, methodology, exercises, and outcomes of each subject-specific group meeting,
- Designation of a POC to maintain communication between FPR and supplier.

5. Term of Contract

- FPR has the right to record each subject-specific group meeting for documentation and grant reporting purposes.
- FPR has the right to extend the period in which subject-specific group meetings are expected to be held.
- The supplier may present a monthly invoice for the services provided during a monthly period. Invoices must include details on services provided during the invoiced period, and reports of subject-specific group meetings, if applicable.
- Payments to the supplier will be made thirty (30) days after the invoice is submitted.

6. Questions & Proposal

Questions Related to this Scope of Work should be sent via email to Veronica Montalvo (veronica.montalvo@foundationpr.org) with the Subject Line: **Questions / Innovative Ideation Facilitator**. The due date to send your questions is Wednesday, November 15, 2023.

The proposal shall include:

- Company Information and Background.
- Full-time resource education, background, and resume.
- Experiences and Company Customers
- Rate per hour, per meeting

Please provide two separate quotes;

- 1) FPR Staff Innovative Ideation Workshop,
- 2) Program Innovative Ideation Facilitator

Please send your proposal by Friday, November 17, 2023.