

Community Engagement Proposals Template

Please Provide Following Information with you Proposal:

Provide Contract Manager Name, Phone Number and Email.

Name and Title of Authorized Signer and Contact Information:

Form 204: Please fill it out

Contractor Certification Clauses: Please fill it out

Exhibit C (States General Terms and Conditions)

Tasks, Timelines (dates if possible) and Budget (provide scope of work for each task listed below, if applicable):

Task 1: Meeting Facilitation

- a. Meeting Preparations
- b. Community Meeting
- c. Meeting Debriefing and Report out

Task 2: Participant Stipends (if any)

Task 3: Simultaneous Interpretation Services (if any)

Task 4: Material Translation (if any)

- d. Outreach Materials
- e. Meeting a Flyers

Task 5: Zoom and Hot Spots (if needed)

Task 6: Coordination and Organization (Sample Tasks)

- f. Coordinating with facilitator, planning calls, creating outreach materials, obtaining translators and other services
- g. Outreach to contacts (emails, phone calls)
- h. Coordinating drafting, finalizing, ensuring translation of presentation and materials
- i. Preparation and workshop participation (5 hours x 3 staff notetaking, facilitating, presenting, tech support)
- j. Co-ordination of debrief meeting, finalize, and ensure translation and sharing of summary document

