Example Response to Questions

**Instructions: As part of your response to this solicitation, complete the following. Attach this completed form to your bid response.**

**Company Name Submitting Bid Response**

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| **SECTION 1 Required letter(s) of reference** to attach to this document:  To be considered responsive, letter(s) recommendation must demonstrate:   * Current performance of work with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * 3 years’ experience facilitating meetings with diverse boards or agencies * 3 years’ experience consensus building experience |

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| **SECTION 2 - Narrative** Instructions: Complete the following below by sharing past experience and ways you have demonstrated the described qualities. |

**Ability to maintain an unbiased perspective:** able to create a neutral zone where alternative points of view can be shared and debated in a respectful manner.

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**Sensitivity to the feelings of individuals:** able to sense how people are feeling and understanding how to respond.

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**Sensitivity to the feelings of the group:** able to aid in developing positive group "chemistry", perceives and responds to the group's dynamic.

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**Ability to listen:** both to the explicit meaning of words and also to their tone and implicit meaning.

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**Tactful:** take uncomfortable actions or awkward things said and be able to carefully and respond kindly.

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**Commitment to collaboration:** and working together.

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**Sense of timing:** has developed a sense regarding when to bring a discussion to a close, when to change the topic, when to cut off someone who has talked too long, when to let the discussion run over the allotted time and when to let the silence continue a little longer.

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**Resourcefulness and creativity:** able to think on his or her feet, and change direction in mid-stream, using other creative approaches to engage the group, or entertaining ideas from the group on how to shift the agenda.

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**Organized and accountable:** able to capture key and necessary elements of meetings and discussion in writing, document and monitor action items from various meetings and keeps members on tasks and schedule.

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How would you define successful facilitation?

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What is your firm’s definition of a productive meeting: What are the elements of success?

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What is your firm’s approach to facilitating productive meetings?

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List any special challenges that occur in a municipal setting and how your firm addresses them.

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Describe any strategies, technological tools, or other innovations you use to streamline meetings.

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