

**General:**

NATA is seeking a facilitator to support prioritization of projects for future funding opportunities. A six month process is anticipated to begin as soon as possible.

**Scope of Services:**

1. After reviewing provided materials on goals, objectives and make up NATA, meet with the Strategic Planning Committee (SPC) of NATA to thoughtfully engage the Group to learn about the organization and its leadership, and the goals, purpose and intended outcomes of the prioritization process.
2. Participate in three conference calls with a subset of NATA staff representatives.
  - Discuss proposed agenda and strategy for success in advance of meetings with staff representatives.
  - Plan agendas for meetings with the NATA staff group.
  - Assist in preparing proposed project selection criteria in preparation for the first meeting with the NATA staff group.
  - Deliverables: Agendas and Proposed Criteria
3. Facilitate two meetings of the NATA staff, one additional meeting of the SPC and up to two meetings of the NATA Board to discuss criteria and to prioritize projects.
4. Facilitate staff meeting number one to include the following agenda items:
  - What progress has been made on the 2014 list of projects? Are any complete or in progress?
  - Review criteria used in 2014 and discuss proposed criteria.
  - What new projects should be evaluated? (To be requested by staff in advance of the meeting.)
  - Deliverable: Brief meeting notes, draft of criteria, and updated spreadsheet of projects.
  - Deliverable: Agreed upon prioritization criteria.
  - Deliverable: First iteration of proposed projects. Add column indicating progress towards project completion if an existing project.
5. Facilitate staff meeting number two to complete unfinished work, finalize proposed lists and criteria for SPC consideration.
  - Deliverable: Second iteration of proposed projects.
6. Facilitate one meeting of the SPC. Seek feedback on list and criteria recommended from staff meetings.
  - Deliverable – Proposed criteria and list of Priority Projects to bring to NATA for consideration.
7. Facilitate up to two meetings of the NATA Board. With staff assistance, present criteria and recommended project list for consideration.
  - Deliverable: Final criteria and recommended project list.