**Scope of Services “Attachment 2”**

Development of the 2019 – 2024 SCORP is an opportunity to identify emerging outdoor recreation trends, needs, and issues in Mississippi, as well as an opportunity to chart the course for the state's outdoor recreation future.

The 2019 - 2024 SCORP will serve as a clearinghouse for important outdoor recreation data that is relevant to local, regional, and statewide planning efforts.  The SCORP will also be used to guide Land and Water Conservation Fund (LWCF) grant allocations to local governments.

Every five years, each state updates their SCORP plan to remain eligible for stateside LWCF dollars, which are administered by the National Park Service (NPS).  The Outdoor Recreation Grants Division, within Mississippi Department of Wildlife, Fisheries and Parks, is charged with distributing these grants to projects that align with SCORP priorities.

1. **Place of Service: State of Mississippi**

Kick-Off Meeting – MDWFP – Jackson Office

Task Force Committee (TFC) Meeting #1 Goal Settings/Survey MDWFP- Jackson Office

Release Survey to Public

TFC Meeting #2 –MDWFP – Jackson Office

Public Meeting #2 – Congressional District 4

Public Meeting #3 – Congressional District 3

TFC Meeting #3 – MDWFP – Jackson Office

Public Meeting #4 – Congressional District 1

Public Meeting #5 – Congressional District 2

Surveys Close

TFC Meeting #4 – Review Survey Results MDWFP – Jackson Office

Submit preliminary document draft to State/Committee for review/ comments

TFC Meeting #5 – MDWFP – Jackson Office

Final draft Comments due

Submit Final Draft to MDWFP

MDWFP submits Draft document to NPS for review

Upon Receipt of NPS comments, make corrections and submit final document

**Task 1 – Project Planning – The Contractor shall:**

**(**a) Review federal guidelines to identify and target tasks required to obtain or develop the information required for the 2019 - 2024 SCORP.

(b) Finalize, and obtain MDWFP’s approval for a work plan and timetable for the completion of the services which is based upon the work plan and timetable submitted in the contractor’s proposal. The timetable shall be oriented toward draft submitted of the SCORP to the State before March 30, 2019\* in order to gain federal approval before September 1, 2019\*\*.

(c) Provide a State-approved system for communications with the State to ensure the SCORP project remains on task and on schedule.

(d) Provide a billing system that will align with the approved work plan and contract costs.

**Task 2 – Task Force Committee Organizations and Meetings – The Contractor shall:**

(a) Assemble an eight-fifteen (8-15) member, geographically-diverse Task Force Committee (TFC) of recreation professionals:

 (1) Planning Development District Representatives

 (2) Mississippi Recreation Park Association (Park Professional)

 (3) State Park Representative

 (4) Municipal Representative

 (5) County Representative

 (6) State Legislature office representative

 (7) Others

 The purpose of the TFC shall be to support the State and the contractor in planning, developing, and monitoring the 2019 - 2024 SCORP. Through its participation in the SCORP process, the TFC will be positioned to offer insight, diverse perspectives, and informed recommendations to ensure an added dimension of public input, virtue of its representation of various constituencies.

(b) Plan, arrange and conduct a minimum of five Task Force Committee meetings, which shall be held in the MDWFP – Jackson Office. The contractor shall facilitate the meetings and take minutes of the meeting. The Contractor shall pay for any and all location expenses, refreshments, audio-visual resources, handouts and invitations.

**Task 3 – Survey - The Contractor shall develop and administer a:**

**Public Recreation User Survey**. Develop and administer a survey instrument to measure public satisfaction with current outdoor recreation facilities in Mississippi and the public demand for the development of future outdoor recreation facilities in Mississippi.

The survey population shall include current users of Mississippi recreation facilities. The survey shall be in writing, by telephone and by internet, as approved in advance by MDWFP.

While the survey is unscientific, the Contractor shall conduct survey and will compile, analyze, and present the data to the TFC and the State as a valid statistical analysis. The relevant findings and conclusions shall be included in the SCORP.

**Task 4 - Public Hearings – The Contractor shall:**

Plan, arrange and conduct a minimum of one Public Hearing in **each** Congressional District across the state. The contractor shall facilitate the hearings and take minutes of the hearings, and shall provide adequate public notice of the hearings.

The purpose of the Public Hearings shall be to involve interested citizens in the SCORP development. To that end, and subject to TFC recommendations, the Contractor shall (a) have available the 2015 - 2019 SCORP, (b) seek public input and recommendations in existing facilities, planned facilities, and recreation trends in order to gauge public satisfaction with and demand for recreation facilities in the state.

The Contractor shall pay for any and all location expenses, refreshments, audio-visual resources, handouts, and invitations. The actual number of Public Hearings may be more than 4, based upon contract negotiations.

**Task 5 – Prepare and Submit the 2019 - 2024 SCORP. The Contractor shall:**

 (a) Develop and present an outline for the creation of the 2019-2024 Mississippi SCORP, which shall reflect the proposed format and organization of the document.

(b) Obtain or produce all research data necessary for the SCORP, including the information derived from the task listed above, plus any additional components, facts, figures, analyses required for the SCORP.

(c) Create the 2019-2024 SCORP, in accordance with the standards set forth in compliance with National Park Service, U. S. Department of the Interior, Land and Water Conservation Fund, State Assistance Program, Federal Financial Assistance Manual Volume 69, Effective Date: October 1, 2008.

(d) The SCORP in addition to meeting the basic requirements will:

►Embraces spirit and intent of the LWCF Act rather than just meeting requirements for LWCF state grant assistance.

►Makes the case for importance of outdoor recreation opportunities for healthy lifestyles per the purpose of the LWCF Act.

1. ►Considers the public’s opinions, ideas and concerns about public outdoor recreation resources and opportunities.
2. ►Considers opportunity links among various disciplines and programs, public and private.
3. ►The planning process will be inviting and inclusive.
4. ►The product (hard and electronic) is appealing, user friendly, practical, and is intended for frequent reference and updating.

►Easy to access and widely available.

(e) Take all steps necessary to add to, delete from, or otherwise edit the document until is 2019-2024 SCORP is finally approved by the State and the National Park Service.

1. **Project Planning**

a. Meet with State Liaison Officer / Alternate State Liaison Officer to plan the project

b. Review of existing documents and relevant information

c. Determine approach and method for public participation

d. Selection of Committee members

e. Coordinate with Representative of National Park Service

2. **Committee Meetings**

a. Committee Meeting One – Kick-off –

i. Review and discuss project plan

ii. Setting of goals and objectives

iii. Discuss public participation surveys

b. Committee Meeting Two –

i. Refine and approve new goals and objectives

ii. Open Project Selection Process review and recommendations

iii. Preparation, approval and distribution of surveys

iv. Selection and participation in Public meetings

 c. Committee meeting Three –

i. Review survey feedback

ii. Review Public meetings input

iii. Review preliminary draft of document

 d. Committee meeting Four –

 i. Final review and comments of document prior to submittal

3. **Public Meetings** – (5 meetings Minimum)

a. Congressional District 1 – 1 meeting

b. Congressional District 2 – 1 meetings

c. Congressional District 3 – 1 meeting

d. Congressional District 4 – 1 meeting

**4. Public Participation**

a. Survey preparation and methodology

b. Facilities surveys

c. Public input surveys via internet, mail, etc.

5. **Submittal and Approval** of SCORP document to National Park Service.