

Prior Experience Checklist

For a proposal to be considered responsive and be considered, offerors must show and detail how they meet these minimum prior experience requirements:

1. Experience facilitating and managing complex discussions in a large formal group setting.
2. Strong knowledge of Alaskan wildlife management, or a proven track record of successfully facilitating discussions on Alaska wildlife management challenges.
3. Previous experience organizing, negotiating logistics, and coordinating with a diverse group of participants to set up meetings, meeting space, and the services associated with the successful execution of a multi-day workshop.
4. Minimum 2-3 years of experience writing detailed scientific or technical reports, meeting minutes, and capturing the critical components and discussion of proceedings.

By signing this document, you certify that you meet the above requirements.

Name/Title:

Company Name:

Signature:

Date: