

## REQUEST FOR PROPOSAL LONG-TERM PID ADMINISTRATION FACILITATOR

The Multi-State Collaborative (Collaborative) for Long-Term PIDs Administration (LTPA), which is a committee of state commission staffs, Qwest, and participating CLECs, is seeking a LTPA Facilitator. The Collaborative requires a Facilitator to organize and facilitate the discussions and change processes for Performance Indicator Definitions (PIDs), which measure Qwest's performance in the delivery of wholesale services to competitive local exchange carriers (CLECs) under Section 271 of the Telecommunications Act of 1996. The Facilitator will perform duties as described herein and as prescribed by the Collaborative.

The Facilitator is expected to organize and manage the **development of a record** when it comes to PID changes. PID changes involve additions of new PIDs and deletions of and additions to existing PIDs in the current version of Qwest's 14-state 271 PID document. In organizing and managing the development of a record, after receiving input from the participating parties, the Facilitator will be expected to set the overall agenda for the Collaborative as well as the agenda for individual meetings. The Facilitator will also be expected to lead each scheduled meeting and to mediate any procedural issues as they arise. Informal subcommittee meetings may be held to discuss PID issues and will not require attendance by the Facilitator.

The Facilitator is also expected to **memorialize agreements**. This means that he/she will identify agreements that have been achieved and ensure that Qwest makes available any related record to the entire LTPA group via posting on the LTPA web site.

Lastly, the Facilitator will **manage impasse issues**. This will be done by: a) Reviewing all impasse positions; b) Drafting recommended resolutions; c) Conducting discussions in the Collaborative forum to determine whether consensus can be reached, based on the Facilitator's recommended resolution; d) Ensuring the record of impasse discussions is made available to the LTPA group via posting by Qwest on the LTPA web site. The attached governance document provides details of the Collaborative process to be used.

It is anticipated that the Facilitator will be compensated on an hourly basis, but other proposals would be considered. Interested persons should address the need for a guaranteed level of compensation, as the exact amount of work to be performed by the Facilitator cannot be predicted. Interested persons should review the attached materials for a more definitive statement of the duties of the Facilitator.

This RFP could result in an award of a contract, another RFP, a solicitation, or a competitive negotiation. It is anticipated that work under the contract ultimately entered into will commence approximately June 1, 2003. It is also anticipated that the initial contract length would be for a period of three to six months, for a total of 150-200 hours of work, with the possibility of contract extensions for subsequent six-month reviews. The time required for the work performed under the contract is a good-faith estimate and the terms of the contract will allow for adjustment if necessary.

## QUESTIONS

1. Describe your background and experience in the telecommunications field.
2. Describe your background and experience in commercial or consumer dispute resolution.
3. What methods of compensation will you accept in exchange for your services? If one method is an hourly rate, give the hourly rates you would anticipate charging. For other methods, identify the amount of compensation. For all methods, describe what would be billable activities and what would not. Include any suggestions for escalators in the rates charged.
4. Is there a minimum level of guaranteed compensation required?
5. Where will you be physically located?
6. How would you rate your communication and interpersonal skills?
7. Describe your educational background.
8. Describe your ability as a negotiator, and describe how you came by this ability.
9. Give the names, addresses, and telephone numbers of at least three business references that are familiar with your abilities as they pertain to the position of Facilitator.
10. Do you have any potential conflicts of interests that would cause you to be viewed as less than impartial when resolving disputes in the Collaborative? Describe any past business relationships within the last ten years that may be viewed as a conflict.