

Digital Portfolio

Request for Quote Response Prepared for:

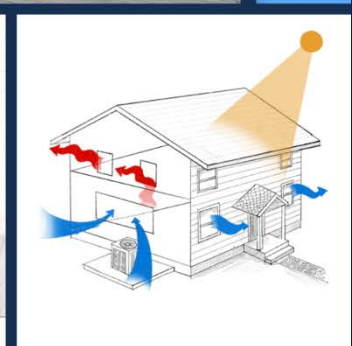
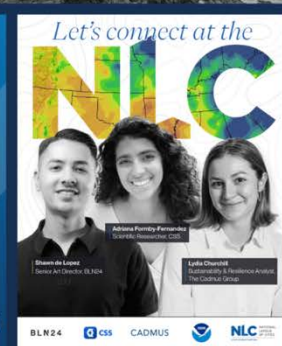
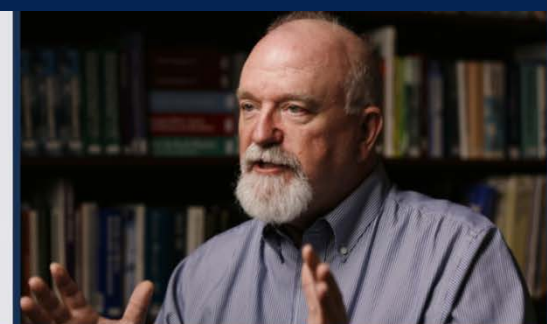
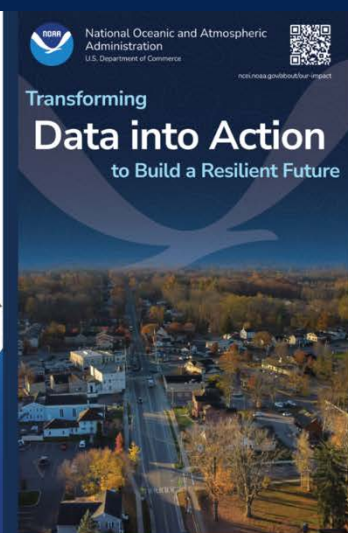
National Oceanic and Atmospheric Administration (NOAA)

Professional, Scientific, and Technical Services (ProTech) Satellite Domain:

National Integrated Drought Information System (NIDIS)
Scientific Meeting and Communication Services

Solicitation Number 1305M326Q0298

[Click here to view full documentation and explore our full collection of deliverables](#)



Task 1 - End-to-End Meeting Planning and Coordination

Engagement Planning Standards of Practice

Our standards of practice provide a consistent, outcome-focused framework for planning and executing stakeholder engagements. They establish clear planning activities, roles, requirements, and decision points from initial concept through closeout, while allowing each engagement to be tailored to its purpose, audience, and desired outcomes.

This table captures an overview of different types of engagements and their key differentiating features.

Engagement	Participation	Attendees	Timeline	Overview and Purpose	Outcome and Benefits
Interview	Active	1-5	Short	Focuses on collecting discrete pieces of data or information aligned to a protocol.	- Beneficial for gathering user stories and establishing clear traceability. - Can be used to identify other stakeholders in their network. - Collects highly detailed and customized information about a discrete user.
Focus Group	Active	5-20	Short	Orients around collecting feedback on specific strategies, plans, policies, procedures, protocols, resources, concepts, and/or ideas from a small group.	- Collects targeted and structured feedback around a specific topic. - Encourages crosstalk and interaction between attendees. - Can obtain highly detailed information related to a specific topic.
Seminar	Passive	Flexible, > 10	Medium	Orients participants to or provides an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and/or ideas.	- Participants are primarily listening and learning from facilitator(s). - Engagement is oriented towards questions and answers rather than discussion and exploration. - Focuses on education and awareness.
Listening Session	Active	20-50	Medium	Orients around collecting feedback on specific strategies, plans, policies, procedures, protocols, resources, concepts, and/or ideas from a group.	- Participants are responding to structured questions shared ahead of time; facilitators and NOAA are listening, not responding. - Aims to gather input, feedback, or ideas around a specific topic or set of topics. - Often targets a wider audience and may be used in an exploratory manner.

Engagement Planning Checklist

Our interactive planning checklist turns these standards into a practical day-to-day management tool. Organized by planning phase with expandable sections and automated due-date calculations, it helps teams manage dependencies, track responsibilities, and maintain readiness throughout the event lifecycle.

		A	B	C	D	E	F	G
1		EVENT TITLE:			DIRECTIONS: Make a copy of this template and save in your drive BEFORE EDITING. Save with naming convention: "[EVENT DATE] - [EVENT TITLE] - Planning Checklist"			
2		EVENT DATE:	7/24/28		Enter your Event Date in B2 for Column E to autopopulate. To adjust deadlines, unhide column F to edit calculation.			
3		USER ENGAGEMENT LEAD:						
4								
5		Event_Planning_Checklist						
6		Category	Task	Status	Owner	Due date	Notes	
9		PRE-PLANNING	Content & Logistics Meetings	Not started	UE Lead, Events Lead, Comms Lead, PM	5/9/2028	Establish Goals & Measurable Results (KPIs), Review Communications, Speakers, Team Roles	
10		COMMUNICATIONS	Creative Assets	Not started	Comms Team	5/24/2028		
14		ADMINISTRATION	Source Speakers	Not started	UE Lead & Events Lead	5/24/2028	Each Speaker will need to provide Headshot, Biography (including current Organization & Title), Signed Release Form	
18		COMMUNICATIONS	Invitation/Promotions CopyText	Not started	Comms Team	5/30/2028	Use Source-Tracking Codes to determine best communications strategies	
21		COMMUNICATIONS	Registrant Communications CopyText	Not started	Comms Team	5/30/2028		
40		PRE-PLANNING	Run Of Show	Not started	UE Lead & Events Lead	6/5/2028	**TEMPLATE DO NOT MODIFY** Virtual Event RUN OF SHOW	
44		LEADERSHIP	Leadership Review	Not started	PM & Leadership	6/8/2028		
46		PRE-PLANNING	Event Creation	Not started	Events Lead	6/24/2028		
51		PRE-PLANNING	Event Calendar Hold	Not started	* Name:	6/8/2028	Create Calendar Placeholder with Event Platform Details - Invite Speakers/Admins. Set to "DO NOT FORWARD" - Speakers cannot edit event or invite attendees.	
52		PRE-PLANNING	Event Registration	Not started	* Name:	6/8/2028		
53		ADMINISTRATION	Build Registration Form	Not started	Events Team	6/8/2028		
54		LEADERSHIP	Registration Form Approval	Not started	Mike Brewer & UE Lead	6/15/2028		
55		ADMINISTRATION	Launch Registration	Not started	* Name:	6/24/2028		
56		PRE-PLANNING	Final Preparations	Not started	UE Lead & Events Lead	7/23/2028		
41		DAY-OF-MODERATION	Event Moderation	Not started	UE Lead & Events Lead	7/24/28		
42		ADMINISTRATION	Debrief & Close Out Meeting	Not started	UE Lead, Events Lead, Comms Lead, PM	7/31/2028	Notes for improvement, review reporting and KPIs	

Task 2 - Travel Coordination

Our travel policy guidelines and “Know Before You Go” communications turn complex travel requirements into clear, easy-to-follow guidance for attendees, speakers, and facilitators. Communications organize key information, from meeting details and travel arrangements to reimbursement requirements, so travelers know what to expect and what they need to do.

By providing clear instructions, required documentation, and key timelines upfront, these tools help reduce confusion and delays, support compliance, and create a smoother experience from travel planning through reimbursement.

Travel Coordination Guidelines

IPG Invitational Travel Policy Guidelines

1. Overview

The purpose of this document is to provide guidance and information regarding CSS's reimbursement travel policies and guidelines for invitational travel.

2. Travel Authorization

Invitational partners preparing to travel for project engagement events, training, conferences, or other task-related purposes will need to ensure they have an email confirming invitational travel prior to making any travel arrangement.

If you live within a 50 mile radius of where the event takes place, you are ineligible for travel or per diem reimbursement. Per the Federal Travel Regulations, meals and travel expenses are not allowable for reimbursement for travelers that live within the 50-mile radius.

3. Prior to Travel

Once confirmed to travel, set up your [Traveler Profile \(tab 1\)](#). Your profile is essential for making sure you receive your reimbursement in a timely fashion. You may email this to Invitational.Travel@css-inc.com or call Chris at 970-420-6174 to provide your address verbally. Please note that no travel expenses may be reimbursed prior to the travel actually occurring.

4. Planning your Trip

- Select a hotel that is at or below the government's per diem rate before taxes. Please use the [government's website](#) for daily lodging rates, meals and incidentals as reference.
- Book an economy flight with your choice of airline.
 - Note that upgrades, insurance, and/or seat selection fees are not reimbursable expenses. If you choose to upgrade your seat or purchase trip insurance, this will be at your own personal expense.
 - Baggage fees are reimbursable, keep your receipts if this applies.
- Costs for transportation, such as personal mileage, airport parking, Uber/Lyft, are all authorized, just maintain your receipts for reimbursement. Tipping is customary for Uber/Lyft drivers, however anything over 20% is not reimbursable.
- You will receive the government per diem rate for food, minus any provided meals. You do not need to save food receipts.
 - Note that the first and last days of travel are at 75% of the [M&IE rate](#).
 - The rate for each meal is also broken out within the applicable [M&IE rate](#); if/when individual meals are provided you will need to deduct these from the per diem rate for that day.

Travel related expenses are subject to [FAR 31.205-46](#). Costs will be considered reasonable and allowable only to the extent that they do not exceed the maximum per



Travel Announcement Support

Good morning,

The upcoming **NCEI UE/IPG Gathering** is only a few weeks away. We're looking forward to seeing everyone in Asheville!

If you are no longer able to attend, please notify the travel team immediately.

To help you prepare for your trip, we have compiled the important details below, along with the attached agenda for your review:

Meeting Information

- Please review the [agenda](#)
 - Plan to **arrive by 8:45 am** on meeting days.
 - Everyone will meet in **Room 400**, which is directly across from the Atrium as you exit the elevators on the fourth floor.
 - **Dress code** for daily meetings is business casual. Casual attire, including jeans, is appropriate for evening social events and after-hours activities.
- **Meeting Location:**
 - Room 400, National Centers for Environmental Information, 151 Patton Ave, Asheville, NC 28801
 - Please review the [Site Visit Guide](#)
 - Enter through the main entrance along Patton Ave.
 - Show your CAC and go to the left of the guard stand to avoid the security scanning.
 - Those without CAC cards: Please find the attendant handing out visitor badges at the entrance before going through security.

Travel Information

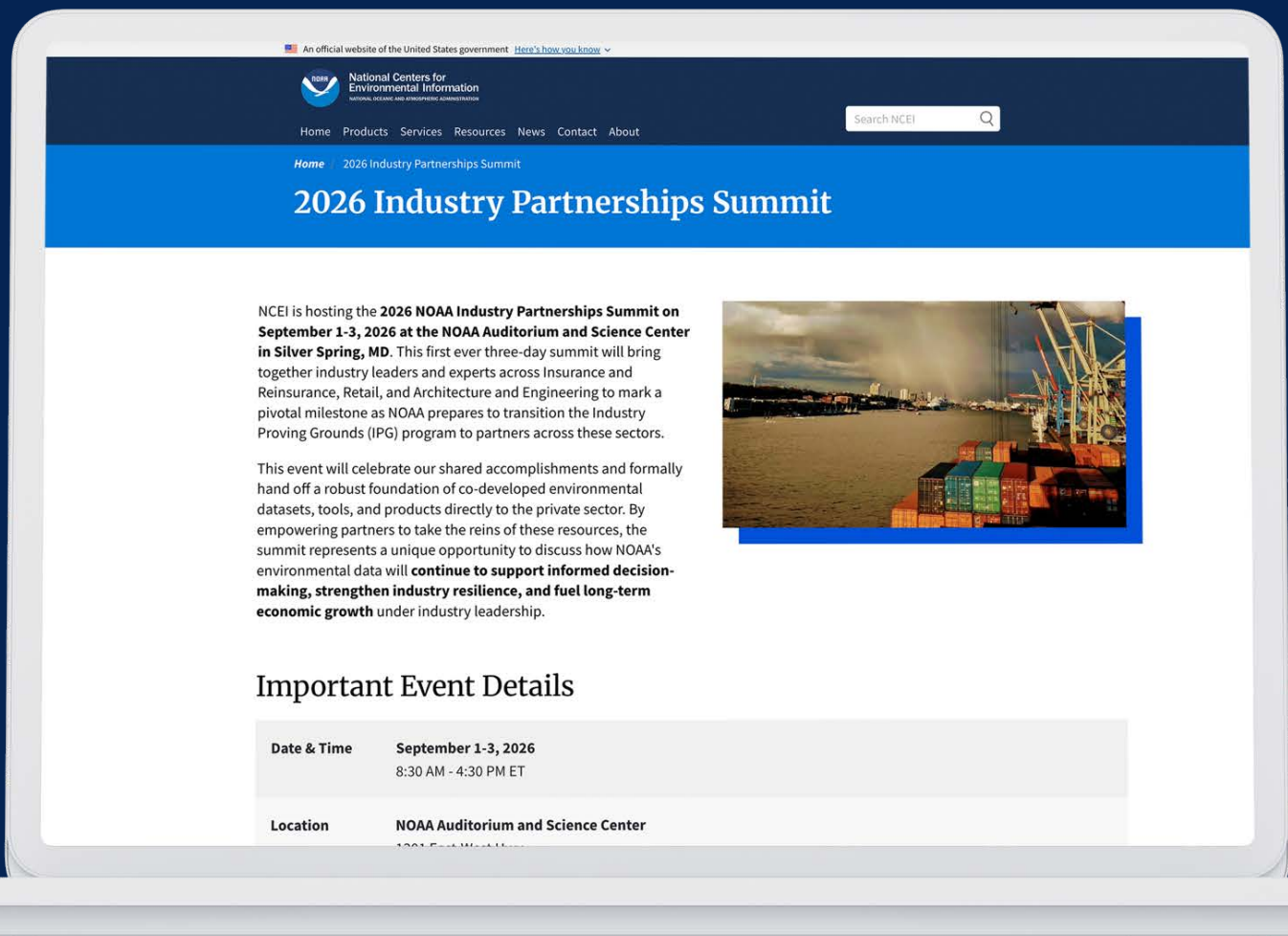
- **Asheville Regional Airport (AVL)**, 61 Terminal Dr #1, Fletcher, NC 28732
 - **Arrival:** Monday, August 3, 2026 anytime.
 - **Departure:** Thursday after 2pm EST or Friday, August 7, 2026 anytime.
 - Arrange your own transportation (Drive, Taxi, Uber, Lyft) to/from the airport and hotel.
- **Cambria Hotel Downtown Asheville**, 15 Page Ave, Asheville, NC 28801
 - Complimentary breakfast will be provided **Tuesday, 8/4 - Friday, 8/7, 7:00 - 8:00 AM in Arcade South/East** (4th floor, adjacent to hotel restaurant).
 - Please enjoy breakfast before departing for the meeting each morning.

Task 3 - Event Web Platform Hosting

Our event website platform brings registration, event information, agendas, speaker details, and attendee communications together in one easy-to-navigate experience. We design each site to help participants find what they need while clearly communicating why the event matters, what they will gain, and why they should engage.

We tailor each site to the audience and goals of the event, using clear messaging, accessible content, and visual hierarchy to create an inviting participant experience. This approach helps turn registration into an opportunity to build interest and engagement while giving the Government a reliable way to manage event information and participation.

Event Website Platform



Task 4 - AV and Hybrid/Virtual Meeting Services

We approach hybrid and virtual events with the goal of creating a seamless experience for every participant, whether onsite or remote. Thoughtful planning at every stage—from audience communications and speaker preparation to technical readiness—helps ensure participants can focus on the content and engagement, not the technology.

Our approach anticipates needs, identifies potential challenges early, and builds the right preparation and support into the event plan. The result is a polished, engaging, and reliable experience that keeps speakers prepared, participants connected, and the event on track.

Webinar Promotional Graphic



2026 Hurricane Outlook Webinar

Join NOAA's Industry Partnerships program for expert insights on the 2026 hurricane season outlook and discover the latest tools and resources to help your organization prepare.

DAN BROWN
Operations Division Chief,
National Hurricane Center
(NHC)

MATTHEW ROSENCRANS
Meteorologist,
NOAA Climate Prediction
Center (CPC)

Aug 19, 2026 12:00 PM ET

Hybrid/Virtual Engagement Planning Template

EVENT TITLE - RUN OF SHOW

DIRECTIONS: Make a copy of this template and save in your drive **BEFORE EDITING**.

Save with naming convention: "EVENT DATE - EVENT TITLE - Run of Show"

General Information

EVENT DATE & TIME:	EVENT DATE ; EVENT TIME IN ET ET
TEAM INFORMATION: NAME & PHONE #	
Main Presentation Slides:	File
Breakout Room Slides:	File
Speaker Guide:	<input checked="" type="button" value="Virtual Engagement - Speaker Tips and Tricks for Success"/>

Agenda

TIME	ITEM	WHO	NOTES
30 MINUTES PRIOR TO START	Speakers Join Room	TECH MOD	- Confirm video recording & Speaker Mic/Video Check - Team Chat Channel - Tech Moderator Tasks - Assigns Support Mods as "Co-Hosts" - Shares screen/slides - Disables Attendee Camera & Microphone - Enable Waiting Room - Add FAQ questions to Q&A
-10 Minutes	Open Room to Attendees	TECH MOD	

Task 5 - Meeting Facilitation and Engagement Logistics

We design and support meetings with a focus on creating the conditions for productive collaboration and meaningful participation. From thoughtful agendas and presentations to structured feedback activities and onsite facilitation, we coordinate the details that help stakeholders engage, share perspectives, and focus on the conversation.

Our approach is intentional about audience, purpose, and participation—creating experiences that are organized, inclusive, and engaging while generating useful input and actionable insights. By anticipating participant needs and managing the details behind the scenes, we help turn meetings into meaningful opportunities for connection, dialogue, and action.

Meeting Facilitation with Government Employees



In-Person Engagement Services



Engagement Activity Results

1 - Strongly Disagree; 5 - Strongly Agree

On a scale from 1 to 5...

The likelihood of me integrating this data into my work has increased.

4.6

Strongly Disagree

Strongly Agree

Task 6 - Meeting Reports

We turn meeting discussions, presentations, and stakeholder input into clear, useful documentation that captures not only what happened, but what it means and what comes next. Our reports are designed to serve as practical tools for follow-up, accountability, and continued coordination—not simply as a record of the event.

Our approach emphasizes accuracy, clarity, and usability, with information organized so decision-makers can quickly understand key takeaways, decisions, stakeholder perspectives, and action items. We build review and quality control into the process to ensure each report is publication-ready and aligned with Government needs.

Sample of Meeting Report



Climate Projection Services 2026 Meeting

Meeting Summary

Date and Time: June 30- July 1, 2026
Location: Asheville, NC

Summary

This meeting aimed to strategically align the different organizations and institutes involved in the Climate Projection Services (CPS) project. The workshop consisted of panels, small talks, round table discussions, and collaborative activities to align on next steps, find common goals, and come together with a long-term plan for this project.

High-level next steps are summarized as:

- Develop a lasting Climate Projection Services protocol that is strengthened by our current partnerships, like the American Society of Civil Engineers (ASCE)
 - Develop a Minimal Viable Product (MVP) that addresses specific data and information needs expressed by users
- Pursue cross-agency collaboration, including creating a committee or focus group to spearhead co-development with users

The following summary provides key takeaways from the sessions during this two-day meeting.

Institutional Updates

Geophysical Fluid Dynamics Laboratory (GFDL): GFDL's contributions focus on earth system prediction work, including with the SPEAR model. They are eager to work with practitioners to identify and develop the model-based data and services they need, and are advancing AI-based tools as a way to connect between the user needs and the models GFDL already has.

National Centers for Environmental Information (NCEI): NCEI is currently focused on engaging with users through the NOAA Service Delivery Model to gather their input, needs, and feedback, and then use that to get data out to users in one place, in one format, with some assessment of why they trust it. The NOAA Typical Meteorological Year (TMY) product is an example of this in action, with future projections integrated in as an experimental component for users to provide feedback on.

North Carolina Institute for Climate Studies (NCICS): NCICS is working on bridging historical climate observations and future projections in a way that users can have trust in this product. They are working on several projects, including an infrastructure and product pipeline, sea level rise support, a heat risk framework, sector engagement driven-research, and development of precipitation factors for the Rain Loads standard in ASCE 7-28.

Physical Sciences Laboratory (PSL)/Cooperative Institute for Research in Environmental Sciences (CIRES): PSL and CIRES are working on inland flooding and drought. They are collaborating on work towards modernizing the Probable Maximum Precipitation Estimation (PMP) product, incorporating projections into the intensity-duration-frequency curves used by engineers, and recently developed a tool for drought disaster relief.

Task 7 - Layout Design of Various Printed Documents

We design printed materials to make information clear, accessible, and easy to use. From flyers and business cards to engagement tools and conference materials. Each piece is designed with its audience and purpose in mind, helping people quickly understand key information and know how to engage with it.

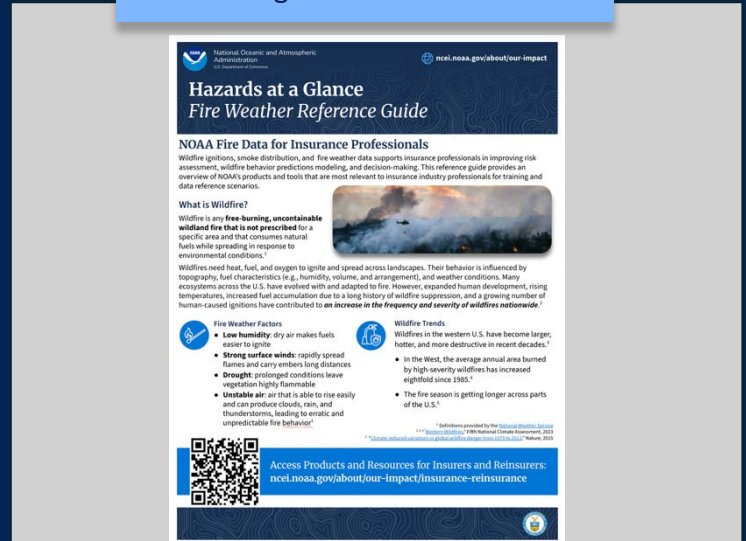
Our approach creates a consistent visual experience across materials while adapting each piece to its specific setting and use. The result is polished, practical print materials that reinforce key messages, support engagement, and help audiences take the next step.

View more deliverables including [Printed Documents](#)

NOAA Conference Booth Design



Two-Pager Reference Guides



Business Cards



Informational Index Cards



Task 8 - Scientific Data Visualizations

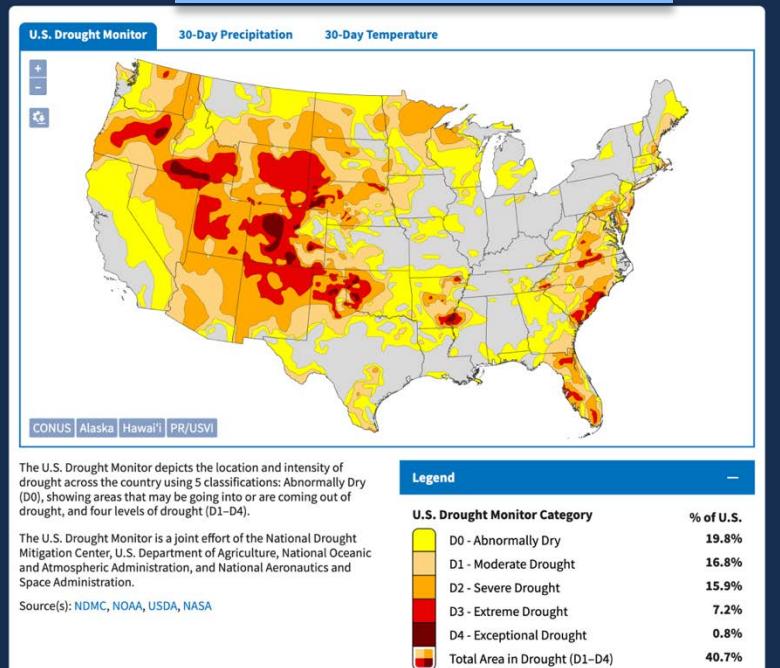
We transform complex scientific information into visual experiences that make data easier to understand, explore, and apply. Our approach combines scientific accuracy with audience-centered design to help people quickly grasp the meaning and relevance of the information.

The goal is to move audiences from visualization to understanding to informed action. By tailoring products to different audiences and channels, we make scientific information more accessible, useful, and easier to integrate into decision-making.

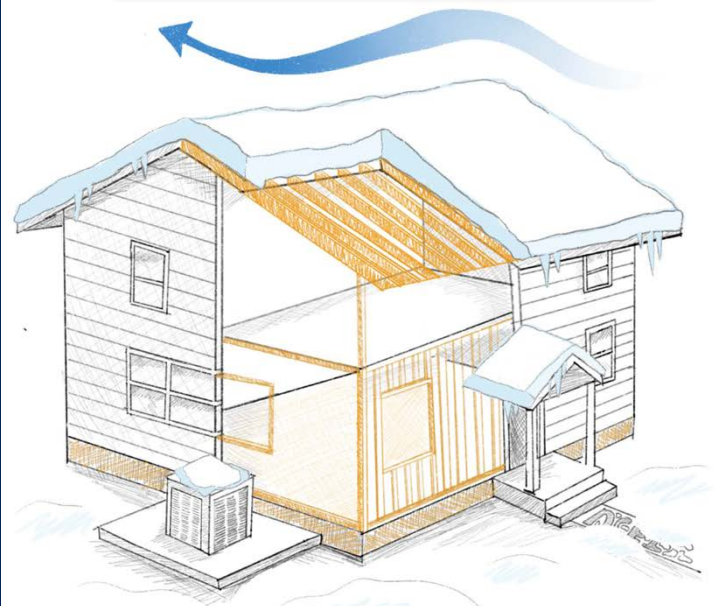
View more deliverables including [Scientific Visualizations](#), [Storymaps](#), [Infographics](#), and [Illustrations](#)

Current Conditions

Drought.gov Data Dashboard



Illustrated Story Map Visualization



Illustrated Scientific Visualization



Task 9 – Videos

We use video to turn complex information into stories that people can connect with, remember, and share. We thoughtfully develop the narrative, visuals, interviews, and supporting content around the audience and communication goal while maintaining scientific accuracy.

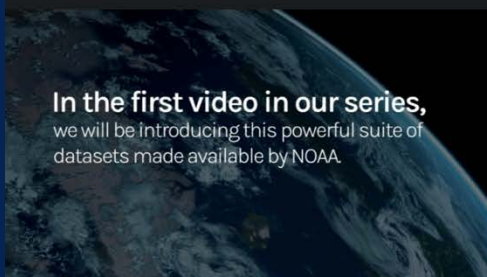
From concept through final production, we build each video around a clear message and intentional narrative. This approach brings scientific topics to life and helps audiences connect with the people, issues, and ideas behind the information.

[Watch full Video deliverables](#)

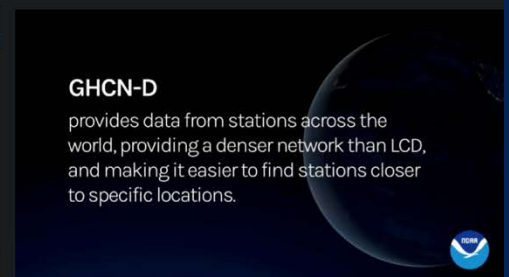
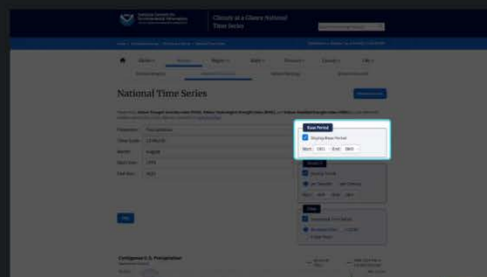
Video Production Set



Video Tutorial Series



In the first video in our series, we will be introducing this powerful suite of datasets made available by NOAA.



Videos are hosted at ncei.noaa.gov/about/our-impact

Task 10 - Public Communication Products

We develop communications that build trust, deepen understanding, and drive engagement. By combining scientific and technical rigor with clear, audience-centered communication, we make complex information easier to understand, relevant to the people who need it, and useful in practice.

Our approach helps audiences connect information to their needs, understand why it matters, and confidently apply it. From event promotion to detailed technical content, we adapt the depth, language, and format to the audience while maintaining accuracy, clarity, and credibility.

Explore a suite of public communication products

Social Media Public Communication Graphics

Weather data for future insights

Typical Meteorological Year (TMY)

Customized current and projected future "typical" weather data for a location, **helping engineers evaluate energy demand and design efficient HVAC and water systems.**

Available Summer 2026

Data Products for a Resilient Future
ncei.noaa.gov/about/our-impact



I'm excited to represent NOAA/NCEI at

National Adaptation Forum

Join the industry partnership program team for an interactive session. Tools Café: Support for municipal and state governments.

May 13, 2026, from 4:00–5:30 PM ET
Room 319/320

Data Products for a Resilient Future
ncei.noaa.gov/about/our-impact

Modernized storm data to plan for a safer future

Storm Events Database

Explore 55+ weather phenomena via an interactive map, with in-depth reports on costs, losses, storm paths, and event details to **discover trends and improve proactive decision-making.**

Update Released Summer 2025

Data Products for a Resilient Future
ncei.noaa.gov/about/our-impact

Informational Flyers and Handouts

Industry Partnerships Program

Improving critical decision-making and planning

Since 2023, NCEI has partnered with **three major industry sectors** to address web accessibility, usability, and functionality of NOAA data, products, and services.



Architecture & Engineering
Architects and engineers rely on accurate regional climate information from NOAA to create data-driven designs for weather-resilient homes, buildings, and infrastructure that society depends on for generations to come to support daily life and long-term economic vitality.



Retail
NOAA collaborates with primary insurers and reinsurers to enhance the environmental data which enables risk-resilient and data-driven decisions that protect the lives, property, and finances of Americans.



Insurance & Reinsurance
NOAA and retail leaders are focusing on data accessibility, usability, and transforming datasets to support resilient supply chains, asset protection, energy efficiencies, and workforce safety.

500
Industry stakeholders engaged through nearly 100 engagements

900
User needs collected

17
Products developed or enhanced through these partnerships

"We're not just developing products and tools with the users in mind—we're developing them with the users at the table with us."

Allison Crimmins

Climate Atlas

Data Information Sheet

Product Overview
The *Climate Atlas* is an interactive mapping application that provides access to a comprehensive collection of meteorological maps and enables users to visualize historical climate conditions, assess variability, and communicate patterns and trends. The *Climate Atlas* allows users to visualize and access data from these maps for four primary variables:

- Maximum temperature
- Minimum temperature
- Total precipitation
- Mean temperature

Normals and anomaly maps are available for three different climatological base periods. Selected maps are available in daily, weekly, 1-month, 3-month, 6-month, annual, seasonal, month-to-date, year-to-date, and year-to-month temporal intervals.

Regularly Updated Data
The *Climate Atlas* updates daily with an approximately two-month delay for monthly data and a five-day delay for daily data.

Download in Multiple Formats
Users can download maps as JPEG, PDF, or PNG, or access data as cloud-optimized GeoTIFFs. For large datasets and metadata, see the NOAA Open Data Dissemination (NODD) cloud environment documentation.

Interface

- 1 Compare interactive maps of daily, monthly, and annual climatological observations including temperature and precipitation.
- 2 Customize to review specific thresholds including specified temperature and precipitation levels.
- 3 Review annual events including hottest/coldest day of the year, and first/last freeze dates of the fall/winter season.
- 4 Engage with interactive maps and download customizable results.

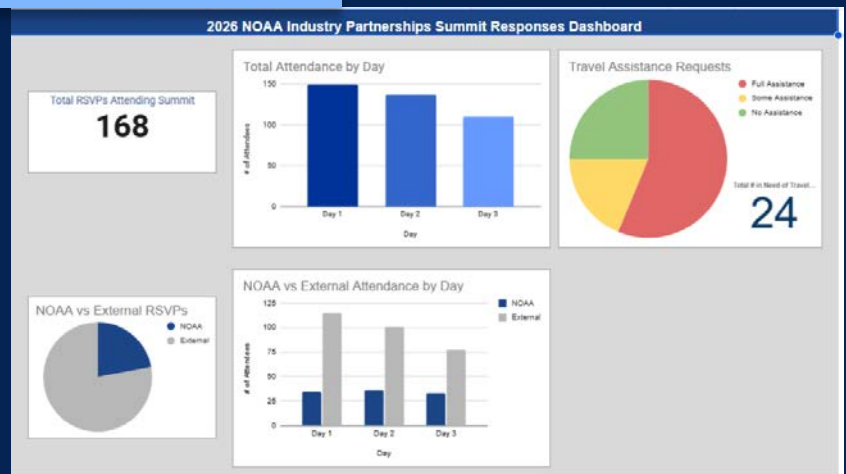
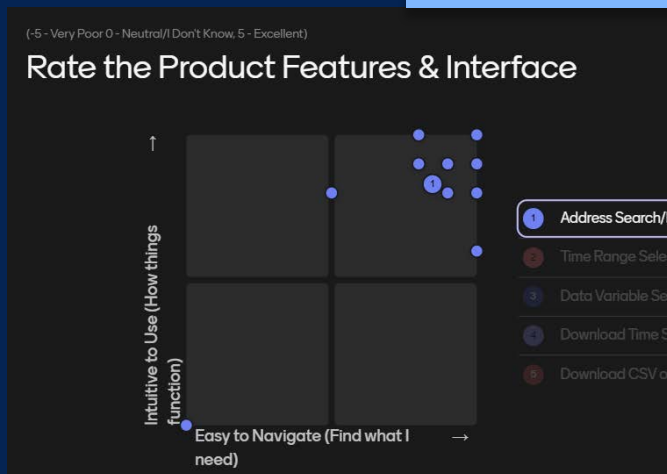


Task 11 - Effectiveness Assessment

We use evidence, user feedback, and real-time performance data to understand what is working, where audiences encounter barriers, and how products and services can be improved. Our approach combines practical evaluation with a focus on the user experience, turning findings into clear opportunities for refinement.

The goal is to move beyond reporting metrics to understand what the results mean and what to do next. By bringing together quantitative data, usability insights, and lessons learned, we help teams make informed adjustments, strengthen engagement, and improve outcomes over time.

Effectiveness Assessment Result Samples



Product Usability Testing Result Sample

Graph 1: Results from users rating the ease/difficulty of use.

1. General Search: conduct a search and observe the results on the search page.

