

PROSPECTUS
Idaho Outfitter and Guides Licensing Board
Sawtooth National Forest, Minidoka Ranger District
Snowcat Skiing Outfitter and Guide Opportunity
Cassia County, Idaho
February 2013



Prospectus Overview

This prospectus is soliciting applications to conduct outfitted and guided cat skiing and instruction on the Minidoka Ranger District of the Sawtooth National Forest. As the result of this prospectus one or more federal permits issued by United States Forest Service along with state licenses issued by Idaho Outfitters and Guides Licensing Board may be authorized. At this time a total of 480 service days are being made available for this activity for each operating season/year by the USFS. A “service day” is defined as the entry of any person (a client) onto public lands or related waters for any period of time during one day. The season of use is late December through April, depending on snowfall. A variety of skiing options may be available depending on the services offered.

These options may include half day tours, full day trips and overnight extended tours. Emphasis for this permit will be placed on providing the public with half and full day tours and instruction. Skiing will occur on National Forest Lands within the Albion Division of the Minidoka Ranger District.

Background

The need for cat skiing on the Minidoka Ranger District has been brought up by businesses in the area and interested individuals who would like to see this service provided. Winter use on the Minidoka Ranger District is increasing and the easy winter access to the high elevations of the Albion Division make it a good location for backcountry skiing. Skilled instruction is needed to ensure public safety and assist skiers in learning backcountry techniques. There are currently no permitted backcountry skiing outfitters and/or guides on the ranger district. Pommerelle ski area provides downhill skiing and instruction within the permitted ski area but this service does not extend beyond the ski area boundary.

Operating Area For Backcountry Ski Tours

The operating area for this opportunity is described as the upper elevations of the Albion Division on the Minidoka Ranger District north of Elba Pass where terrain permits and there is sufficient snowfall to allow for backcountry skiing, outside of the currently permitted Pommerelle Ski Area. See attached map, pp. 9.

Offering

This solicitation is offered to interested parties with the experience and ability to provide the proposed outfitted and guided backcountry skiing services. At this time **a maximum of 480 service days are available each year**. Applicants may request fewer service days as part of their proposed operation. A service day is defined as a day or any part of a day on National Forest system lands for which an outfitter or guide provides goods or services to a client, including transportation. For example: 2 guests for a day = 2 service days or 2 guests for parts of 5 days = 10 service days.

The preferred applicant will be required to obtain and maintain a State of Idaho Outfitter and Guide License and a Forest Service Special Use Permit. The licensing process by the State of Idaho will be done concurrently with the process of obtaining a Special Use Permit from the Minidoka Ranger District, using processes described in this prospectus.

A temporary Special Use Permit will be issued to the preferred applicant by the Minidoka District Ranger (the authorized officer). The permit will be renewed annually provided the permit holder has performed satisfactorily as demonstrated by an acceptable performance evaluation. After two years of successful operation, the permit holder may apply for a ten-year authorization. Consideration of this request shall be at the sole discretion of the authorized officer. If the authorized officer decides to consider the request, it will be evaluated based on the permit holder's performance. The number of service days authorized may be subject to review and adjustment during this re-issuance process.

Monitoring on-going effects of the permitted activity on natural and human resources may result in the need to modify visitor use patterns and/or reduce levels of permitted use. **The USFS may amend, suspend, or cancel Special Use Permits if necessary to protect public health, public safety, or the environment (see Code of Federal Regulations, 43 CFR 2932.56).**

Operation Requirements

- The selected applicant will be required to obtain and maintain an IOGLB License and USFS special use permit for the offered activity. The State licensing process will occur concurrently with the USFS permit process described in this prospectus.
- Individuals or businesses conducting outfitter and guide operations covered by federal permits and a state license will be required to comply with stipulations, applicable laws and regulations from Federal, State, and County Governments. A license and/or permit does not convey rights or privileges to use private land or to cross private lands.
- Outfitters and guides are required to provide public liability insurance and performance bond as required by State and Federal policy for the respective type of operation.
- USFS permit holders are required to submit annual activity use reports.
- An Annual Operating Plan will be prepared by the outfitter prior to issuance of the State license and USFS permit. This Operating Plan will specifically address the land based outfitting services to be provided and must be acceptable to the USFS and the IOGLB.
- Application information may be made part of both the State License and USFS permit and incorporated with modification into the applicants operating plan.
- Selection under this prospectus does not constitute approval of any operating plan or proposal.
- The final annual operating plan will be subject to modification by the USFS and the applicant with final approval by the USFS and IOGLB.
- The USFS must approve any change in the annual operating plan that occurs during the permit season.

How to Apply

All applicants must complete and submit the appropriate forms from the State of Idaho Outfitters and Guides Licensing Board (IOGLB). New applicants need to refer to IOGLB website for a New Outfitter Application User Manual at www.oglb.idaho.gov to fill out the appropriate application. Existing licensed outfitters must complete and properly submit the appropriate forms referred to in the User Manual for Outfitter Amendments that is available from the IOGLB web site. Further information may be requested following the initial application. Applicants are encouraged to review Outfitters and Guides Statutes and Administrative rules at <http://oglb.idaho.gov/rules/>. Specific rules pertaining to licensed ski outfitters and guides can be found in IDAPA rules 25.01.01.044 (pp. 46-47 of the pdf. download).

In addition to the required forms listed below, applicants are expected to prepare an additional narrative responding to each of the evaluation criteria listed in this prospectus (see pp. 6-8).

Information about the application process can be obtained from the IOGLB at 208 327-7380 or e-mail at licensing@oglb.idaho.gov.

The required forms can be downloaded from the IOGLB Web Site at: www.oglb.idaho.gov select licensing tab then forms tab. The forms are in pdf format. They can only be printed and then completed in hard copy.

The following IOGLB forms and application fees are required:

1. OG-1 (Individual) or OG-2 (Corporation): Idaho Outfitter and Guide License Request Form (for applicants not holding a current Idaho Outfitter and Guide License... \$400 fee)

or:

2. OG-9: Idaho Outfitter Amendment Request (for applicants holding a current Idaho Outfitter and Guide License...\$200 fee)

ALL APPLICANTS:

3. Outfitters Operating Plan Master (OG-7)

4. Outfitters Operating Plan Land Supplemental (OG-7.1)

5. Financial Statement (OG-8)

6. OG-6 Land Managers Statement (submit with applicants signature only)

7. OG-14 Document Release Form

8. OG-19 Ski Guide and Field Supervisor Application Coversheet

9. OG-20 Ski Outfitter Cover Sheet

10. OG-21 Applicant's Letter of Intent Form

11. Applicants are expected to prepare an additional narrative responding to each of the evaluation criteria listed in this prospectus (pp. 6-8).

Additional pages can be attached if space provided is inadequate for your answers. If you are unable to download the forms, contact the IOGLB and they will send them to you.

Due to the nature of required signatures and supplemental information requested in the application packet, e-mail applications will not be accepted.

The information provided in the State of Idaho licensing application packet provides a consistent format for evaluating applicants and provides all information required by a USFS Special Use Permit Application. Information on personal or financial capabilities will be kept in strict confidence and is not

available to others under the Federal Freedom of Information Act or Outfitters and Guides Licensing Board laws or rules.

Due to the nature of required signatures and supplemental information requested in the application packet, e-mail applications will not be accepted.

Applications may be obtained from:

**Idaho Outfitters and Guides Licensing Board
1365 N. Orchard, Room 172, Boise, ID 83706**

or by calling 208 327-7380 during business hours (8 a.m. to 5 p.m., Mon-Fri)

•**Seven copies of each application must be submitted.** Credit card information is only necessary on the original copy. Checks will also be an acceptable method of payment. Make checks payable to Idaho Outfitters and Guides Licensing Board (IOGLB is fine) for the application fees required by the IOGLB forms listed above.

•Application Fees for new outfitter applications are \$400.00 and Existing outfitter submitting an application (amendment request) are \$200.00

•Incomplete or illegible applications will not be processed.

•Material(s) submitted with applications will not be returned to the sender.

Please mail your complete application material and fees (along with seven copies) to the following address:

**Sawtooth National Forest, Minidoka Ranger District
Attn: Roger Anderson
2306 South Hiland
Burley, ID 83318**

Applications must be received by **4:30 pm, Friday May 3, 2013** to be eligible. The IOGLB review board will meet August 7-9, 2013; a single applicant will be selected for an IOGLB outfitter license at this time. The selected applicant will then proceed with the Forest Service Special Use Permit process for commercial snowcat guided skiing operations on the Minidoka Ranger District. **Incomplete or illegible applications will NOT be processed and will not be eligible for a Special Use Permit with the Sawtooth National Forest, Minidoka Ranger District.**

Selection and Awards

The IOGLB and USFS will evaluate the applications based on information submitted by the applicants. Applicants may be required to be interviewed by the IOGLB with FS input to jointly determine the preferred applicant. Once the IOGLB approves a final Ski Outfitter license to the successful applicant the FS will issue a Special Use Outfitter and Guide Permit to the approved outfitter.

The goal of the application process is to select an applicant whose proposal and experience best meets the public need. The selected applicant will be, in the judgment of the IOGLB and USFS, that individual or

business best qualified to operate and provide these public services, based on, but not limited to, evidence submitted covering the items outlined below. All applicants as part of the application process will be required to answer a criminal background questionnaire. To move forward in the application process the selected applicant must be able to pass the criminal background check conducted by the Board. (A \$20.00 fee to process the criminal background check will be assessed at that time.)

Evaluation Criteria—Applicants are required to prepare a narrative response to the following questions:

1. Outfitting Experience: The selected applicant should have successful experience in the operation of a similar business or related enterprise:

- a. Does the applicant have previous experience?
- b. Is the applicant presently licensed and how will the new activity/area complement existing business?
- c. What knowledge does the applicant have of the operating area?
- d. How well does the applicant demonstrate the ability to provide outfitting services in the specific activity and area requested?

2. Equipment and Staff to Operate:

- a. Does the applicant have the necessary equipment for a successful operation?
- b. Does the applicant have the necessary personnel to operate?

3. Operating Plan: The applicant must supply a detailed operating plan as indicated on the appropriate forms. Which are found on IOGLB web site at www.oglb.idaho.gov

OG-7 Master

- a. For new applicants and amendments attach a separate sheet identifying each the Designated Agent(s) involved in this licensed business and explain their duties. Please explain specifically why more than one Designated Agent is necessary and explain which Designated Agent will be the lead contact with the Board.
- b. Attach a separate sheet explaining your marketing and client booking plan. (Please provide website address, copies of brochures, advertisements, posters or other marketing materials.) If any Designated Agent is operating as a DA or outfitter separately from this licensed business, please explain that operation and its location. Explain how you will avoid a 3rd party arrangement (see IDAPA 25.01.01.023)
- c. Attach a separate sheet explaining each Designated Agent's knowledge of financial and business management needs and practices.
- d. Attach a separate sheet listing the number and title/type of unlicensed personnel to be employed or involved in the operation of this business such as owners, business managers, secretaries, family members, etc. (Note: Licensed guides and unlicensed personnel such a cooks, camp help will be identified on the OG-7.1 Form.)

OG7-1 Land Supplemental

Attach an additional sheet: (Please indicate which question your explanation is referring to on the attached sheet.)

- a. Explain your knowledge and experience in the proposed area of operation.
- b. Explain your target client number for each activity and how you intend to accommodate them in this proposed area of operation.
- c. Explain the location and the proposed use of: semi-permanent yurts or huts, permanent facilities or buildings that you are planning to use for the accommodation of your clients, indicate whether each is on public or private land.
- d. List the number of licensed guides and unlicensed personnel such as cooks, camp help and etc., which you intend to use in the provision of services to your clients in this area.
- e. Explain the type, number and planned use of equipment or animals: tracked over-snow vehicles, snow machines, all terrain vehicles, tents, yurts; avalanche/search dogs, that will be used to provide services to your clients in this area.
- f. Explain your plan to assure the safety and provide for emergency medical care of clients in this operating area. Specifically describe first aid kits and related first aid equipment that will be available, communication systems and your emergency evacuation plan.

4. Recreation Opportunity:

- a. What is the applicant's planned client to guide ratio?
- b. What equipment will the applicant provide and what equipment will the client provide?
- c. How will the applicant provide for guide/client safety?
- d. How will potable water be provided?

5. Quality of Service:

- a. Describe your hiring and booking practices you will use in order to provide equal employment and client opportunities.
- b. What provisions can be made to accommodate disabled clients?

6. Resource Protection:

- a. How will trash be disposed of?
- b. How will human waste be addressed?
- c. How will protection of streamside soils and vegetation be addressed?

7. Financial Plan:

Financial statements are secured in confidence and are not public information.

- a. Applicant shall furnish evidence of having the financial resources needed to market and operate the proposed business.
- b. A statement of financial status and proposed means of financing will be furnished with the application.
- c. The applicant should demonstrate the ability to operate an additional business if already licensed for an existing business.

8. Business Plan:

- a. The business plan should address marketing methods and strategies.

- b. The applicant should demonstrate the ability to market and provide a marketing plan to meet public need and to promote recreational outfitting opportunities.
- c. The applicant's knowledge of financial and business management needs and practices.
- d. The applicant's ability to manage and direct personnel and guests.
- e. How service is provided and how the quality of public service is ensured.
- f. How the recreation experience is delivered to the client.
- g. The applicant should demonstrate that fees charged to the public are reasonable and fair.