

Contract Guide for Summarization of Subsistence Hearing Transcripts

Introduction

1. Content of 15 subsistence hearing transcripts will be coded and analyzed independent of coding and content analysis of public written comment, but both processes will occur simultaneously.
2. Subsistence hearing transcript summary report produced independent of written community summary report.

Task Order Work – Content Analysis of Subsistence Hearing Transcripts

1. Contractor will use CARA to access 15 subsistence hearing transcripts, which will be placed by USFS at the project's CARA homepage under a comment period labeled "Other" and with the Description "Subsistence." Total transcript pages to be coded and analyzed is estimated to be 400 pages.
2. Contractor will use the following structure to categorize and analyze subsistence hearing transcripts to identify concerns related to procedure, subsistence resources, and DEIS and related analysis:

Procedural Concerns

- 1.1 Notification
- 1.2 Involvement
- 1.3 Hearings
- 1.4 Other Procedural Concerns

Subsistence Resource Concerns

- 2.1 Competition – concerns about competition for subsistence resources
- 2.2 Abundance – concerns about abundance or availability of subsistence fish, wildlife, and vegetation resources
- 2.3 Access – concerns about access to subsistence resources including transportation concerns
- 2.4 Availability – concerns about availability of other lands for the purpose to be achieved
- 2.5 Options – concerns about other alternatives that would reduce or eliminate lands needed for subsistence resources
- 2.6 Monitoring – concerns about the monitoring of subsistence resources
- 2.7 Geographic – concerns about specific geographies impacted by roadless rulemaking
- 2.8 Other – other concerns about subsistence resources
- 2.9 Non-substantive comments

DEIS and Related Analysis Concerns

- 3.1 Key Issues – concerns regarding key issues
- 3.2 Alternatives – concerns about alternatives
- 3.3 Effects Analysis – concerns regarding effects to environment
- 3.4 Other – Other concerns about the DEIS

3. Contractor will provide a written summary and quantification of concerns using the outline below and quantification of coded comments.

Introduction/Overview

Methodology

Summary – Procedural, DEIS and Related Analysis, and Subsistence Resources

Subsection 1 – Procedural Concerns

- a) Notification
- b) Involvement
- c) Hearings
- d) Other procedural concerns

Subsection 2 – Subsistence Resource Concerns

- a) Competition – concerns about competition for subsistence resources
- b) Abundance – concerns about abundance or availability of subsistence fish, wildlife, and vegetation resources
- c) Access – concerns about access to subsistence resources including transportation concerns
- d) Availability – concerns about availability of other lands for the purpose to be achieved
- e) Options – concerns about other alternatives that would reduce or eliminate lands needed for subsistence resources
- f) Monitoring – concerns regarding the monitoring of subsistence resources
- g) Geographic – concerns regarding specific geographies impacted by roadless rulemaking
- h) Other – other concerns regarding subsistence resources
- i) Non-substantive comments

Subsection 3 – DEIS and Related Analysis Concerns

- a) Key Issues – concerns regarding the development and analysis of key issues
- b) Alternatives – concerns regarding the development of alternatives
- c) Effects Analysis – concerns regarding the analysis of alternatives and final determinations
- d) Other – Other concerns regarding the DEIS

TABLE 2: Delivery Table for Content Analysis of Subsistence Hearing Transcripts

SUBTASK (for each comment period)		DELIVERABLES	SCHEDULE (CALENDAR DAYS UNLESS OTHERWISE NOTED)	DESCRIPTION AND REQUIREMENTS	MINIMUM ACCEPTABLE QUALITY
(a)	(b)	(c)	(d)	(e)	(f)
5a	Identify and Code Comments within transcripts	Coding status of all transcripts shown as “complete” in CARA	2 weeks after transcripts loaded into CARA by client	Identify all codeable comments, including where comments begin and end. Code comments in CARA using COR-approved coding structure listed above in Task Order Work, Item 2.	Any errors discovered are corrected within 2 business days COR acceptance
5b	Summarize comments as concern statements in CARA	Status of all concern statements shown as “ready for response” in CARA	2 weeks after transcripts loaded into CARA by client	In CARA, summarize comments by identifying, composing, and organizing subsistence concerns and subconcerns, with sample statements from original comments in transcript.	Any edits requested by client are incorporated within 2 business days of request

5c	Content analysis report	Word Document	<p>Due (2 weeks from last transcript loaded):</p> <p>5 days: Interim</p> <p>10 days: Final</p> <p>Drafts provided on request from COR.</p>	<p>Using outline below, provide clear & concise overview of key concerns summarized from comments identified in subsistence transcripts. Include sample statements as representation of key concerns.</p>	<p>Few to no spelling & grammatical errors. Edits requested by client are incorporated within 2 business days of request.</p>
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