

POLICY STATEMENT

No. Board 10-01

Adopted: 02/22/10
By: COMPASS Board
Last Revision: None

Policy Statement:

USE OF AUDIENCE RESPONSE SYSTEM BY OUTSIDE AGENCIES AND BUSINESSES

(Approved by the COMPASS Board on February 22, 2010)

COMPASS purchased an Audience Response System (ARS) from Turning Technologies for the purpose of enhancing its public involvement program.

The system allows COMPASS staff to embed questions in PowerPoint presentations. Audience members answer the questions using "response devices" (similar to remote control devices). The results of the audience response are displayed in the presentation. Various reports analyzing the results can also be generated using the software. The system consists of software, receivers, and response devices.

COMPASS recognizes that the ARS system is a powerful tool and that member agencies and others may request the use of the system for their own public involvement processes.

This document details the COMPASS policy regarding the use of the ARS system for, or by, any non-COMPASS project, program, or organization.

1. Use of the ARS system will constitute a service of COMPASS; trained COMPASS staff will format the questions within the Turning Point software system, assist in question development and review, run the system at the meeting(s), and develop requested reports following the meeting(s).
2. The ARS system will not be loaned to any agency or organization.
3. Prior to commencing work on a project, COMPASS and member agency staff will agree on the number of questions to be asked, the date/time/ location of the meeting(s), and the number and types of reports to be generated. Based upon this information, COMPASS will provide an estimate of the number of hours of staff time for the project. All of this will be recorded in writing and kept with the project file, as will any changes to this information.
4. COMPASS will charge for all staff time related to an ARS project at a rate of \$65 per hour, minimum (subject to change). Increased hourly rates for evening and/or weekend work may be assessed. COMPASS will provide an invoice to the member agency or its representative upon project completion. Payment is due 30 days from receipt of invoice.

5. COMPASS will perform this service for COMPASS member agencies only, unless a specific exception is requested, in writing, and approved by the COMPASS Executive Director. Consultants/contractors working on behalf of a member agency may employ this service, provided the project/work product is being conducted on behalf of a member agency.
6. ARS projects conducted on behalf of member agencies shall be transportation related, unless a specific exception is requested, in writing, and approved by the COMPASS Executive Director.
7. ARS projects conducted on behalf of member agencies shall occur in Ada and/or Canyon Counties, Idaho, unless a specific exception is requested, in writing, and approved by the COMPASS Executive Director.