

# Mid Iowa Growth Partnership Mid Iowa Transformational Council

**Request for Proposals**

**Project Consultant**

RFP #01-10

January 26, 2010

## **Table of Contents**

I.	Background, Due Date, and Bid Process .....	1
II.	Purpose of the Project .....	4
III.	Scope of Services .....	4
IV.	Scoring Format .....	5
V.	Proposer Qualifications .....	5
VI.	Proposal Format and Content .....	5
VII.	Submission Procedure .....	7
VIII.	Certifications .....	7
IX.	Terms to be Included in the Contract .....	7
X.	Compliance With Regulations .....	8
XI.	Protest Procedures .....	9

## **I. Background, Due Date, and Bid Process**

The Employment and Training Administration (ETA) announced in Training and Employment Guidance Letter (TEGL) 16-03, Change 5, the availability of Regional Innovation Grants (RIGs) to state workforce agencies and local Workforce Investment Boards (WIBs), which will use limited National Emergency Grant (NEG) funds to initiate comprehensive, sustainable, and integrated regional planning, using the Workforce Innovation in Regional Economic Development (WIRED) conceptual framework and principles.

The WIRED conceptual framework offers a strategic planning solution that greatly enhances and complements the current approach to National Emergency Grants (NEGs). ETA believes that a well developed regional strategy that actively engages all the key players and leverages their collective assets and resources to devise innovative strategies that focus on infrastructure, investments, and talent development, instead of a narrow focus on temporary services and infrastructure expansion, will facilitate a quality, timely, and effective system-side response to unanticipated economic events.

ETA awarded the Regional Innovation Grant in the amount of \$250,000 to Mid Iowa Growth Partnership.

The Mid Iowa Growth Partnership (MIGP) was designated a regional collaborative by the State of Iowa in mid 2005. MIGP consists of nine counties located in north-central Iowa, has a population of 175,000 and a potential labor force of over 300,000. MIGP services consist of: Site Selection Assistance (labor, sites, buildings, etc.), Data Standards (via LocationOne), Financial Assistance & Incentive Packaging (regional, state & federal) and Regulatory & Permitting Assistance (local, county, state, etc.).

### **Mid Iowa Growth Partnership's Mission**

To consolidate assets and facilitate a collaborative effort for economic growth and vitality in the nine county region.

### **Mid Iowa Growth Partnership's Vision**

To become the most reliable source for regional economic development information for members and businesses seeking opportunity and prosperity in the region.

MIGP endeavours to assist, promote and develop for both existing and new business and/or new investments considering the Mid Iowa region.

As a result of the Regional Innovation Grant, the Mid Iowa RIG Taskforce requests proposals from qualified individuals interested in providing project consultant services in the development of a strategic regional plan. The plan will use the Workforce Innovation in Regional Economic Development (WIRED) conceptual framework and principles. As a result of using the WIRED principles, the qualified firms will be responsible for providing or subcontracting for the following:

- regional asset identification
- branding and regional identification
- asset and social network mapping
- technical assistance
- education and career audit analysis
- leadership development, education and outreach

The due date for proposals is February 19, 2010 at 4:00 p.m. CST. Proposals should be sent to both;

Maureen Elbert  
Kossuth/Palo Alto Co Econ, Dev. Corp.  
106 South Dodge Street, Suite 210  
Algona, IA 50511  
[kcedc@kossuthia.com](mailto:kcedc@kossuthia.com)

Shelly Blunk  
Iowa Central Community College  
One Triton Circle  
Fort Dodge, IA 50501  
[blunk@iowacentral.edu](mailto:blunk@iowacentral.edu)

A Review Committee consisting of the MIGP RIG Taskforce including Iowa Central Community College will review and rank the proposals.

The Review Committee reserves the right to request firms responding to this RFP for additional information or to make oral presentations. Mid Iowa Growth Partnership will not reimburse firms for any expenses incurred in connection with this RFP including the cost of preparing the initial response, preparing additional requested information, or travel expenses relating to oral presentations.

It is expected that oral presentations will occur on or about the week of March 22. Firms requested to make oral presentations will be notified on or before March 5, 2010. The Advisory Committee will make a final consultant selection no later than April 5, 2010.

### **Inquiries/Requests for Clarification**

Written questions must be received no later than ten (10) working days prior to the Proposal acceptance date. Should any questions or responses require revisions to the Request for Proposal as originally published, such revisions will be by formal amendment only. Other than minor procedural matters, questions regarding this proposal must be in writing and submitted to:

Maureen Elbert  
Kossuth/Palo Alto Co Econ, Dev. Corp.  
106 South Dodge Street, Suite 210  
Algona, IA 50511  
[kcedc@kossuthia.com](mailto:kcedc@kossuthia.com)

Shelly Blunk  
Iowa Central Community College  
One Triton Circle  
Fort Dodge, IA 50501  
[blunk@iowacentral.edu](mailto:blunk@iowacentral.edu)

## **Bid Process Rules**

### *Communications*

Potential proposers should clearly understand that any verbal representations made or assumed to be made during any oral discussions held between representatives of potential proposers and any employee of Mid Iowa RIG Taskforce partners are not binding.

### *Lobbying*

All firms are hereby placed on notice that Mid Iowa Growth Partnership partner organizations do not wish to be lobbied, either individually or collectively, regarding this project. During the selection process, from proposal closing to selection, no firm or its agent shall contact any employee of Mid Iowa Growth Partnership partner organizations in reference to this proposal, with the exception of the Purchasing Agent or the designee(s). Failure to abide by this provision may serve as grounds for disqualification for award of this contract to the firm.

### *Public Record*

All records submitted to Iowa Central Community College related to purchase orders/contracts are considered public records. All bids, proposals, or offers submitted by vendors shall become public information and are available for inspection during normal business hours at the Iowa Central Community College Fort Dodge Campus.

### *Rejection of Proposals*

The Mid Iowa RIG Taskforce reserves the right to reject any or all proposals, to re-solicit for proposals, if desired, and upon vote of a selection committee, accept the proposal which, in the judgment of Mid Iowa RIG Taskforce and project partners, is deemed the most advantageous for the public.

Any proposal which is incomplete, conditional, obscure, or which contains irregularities of any kind, may be rejected on that basis. In the event of default of the successful proposer, or the proposer's refusal to enter into contract with Iowa Central, Mid Iowa RIG Taskforce reserves the right to accept the proposal of any other proposer or to re-advertise using the same or revised documentation, at its sole discretion.

The Mid Iowa RIG Taskforce reserves the right to withdraw this RFP at any time and for any reason. Receipt of proposal materials by Iowa Central or submission of a proposal to Iowa Central confers no rights upon the proposer nor obligates Iowa Central or The Mid Iowa RIG Taskforce in any manner.

## II. Purpose of the Project

The purpose of this publicly-funded project is to create a strategic, transformational regional plan that when implemented will prepare the region to compete and succeed in a global economy. In preparing the plan, the project consultants will provide information regarding resource identification and education and employment strategies for the Mid Iowa Growth Partnership Region. Information to be collected/produced, studied, and reported includes cataloguing and analyzing regional assets, strategies and outreach for economic development transformation, and effective career path strategies for the regional workforce.

## III. Scope of Services

The successful proposer will be asked to complete or have completed the following:

**Project Management:** The successful proposer will provide overall planning and co-ordination of resources, tasks, and necessary steps to complete the regional strategic plan within the specified timeframe. Regular meetings with the The Mid Iowa RIG Taskforce will be conducted to ensure that milestones are met and work is progressing as planned.

**Resource Mapping:** In order to strengthen the region's competitive position in diverse economics, an Asset Map will be a critical first step. An asset map will allow the region to leverage support for strategic initiatives. The project consultant selected to provide these services will be expected to collaborate with Iowa Workforce Development's Early Warning System/Layoff Aversion Project. The Layoff Aversion project is currently contracting with Angelou Economics to develop a comprehensive statewide asset map that will include the Mid Iowa Growth Partnership. For additional information on Iowa's Project, please contact Leslie Schmalzried, Program Manager, Iowa Workforce Development at 515-281-8084 or email [Leslie.Schmalzried@iwd.iowa.gov](mailto:Leslie.Schmalzried@iwd.iowa.gov).

**Social Network Mapping:** Communities are built on connections, and better connections provide better opportunities. A Social Network Map will allow regional leaders to identify leadership roles, experts, and mentors in order to make connections and facilitate decision making. The project consultant selected to provide these services will be expected to collaborate with Iowa Workforce Development's Early Warning System/Layoff Aversion Project. The Layoff Aversion project is currently contracting with the Association of Business & Industry and the Iowa Innovation Gateway to develop a peer-to-peer business network and social network map that will include the Mid Iowa Growth Partnership. For additional information on Iowa's Project, please contact Leslie Schmalzried, Program Manager, Iowa Workforce Development at 515-281-8084 or email [Leslie.Schmalzried@iwd.iowa.gov](mailto:Leslie.Schmalzried@iwd.iowa.gov).

**Regionalization:** It will be a priority to conduct a regional identification process. The Asset Map will assist in the process; however, regionalization goes beyond cataloguing and analyzing assets. Regionalization also requires a cultural shift for local leaders, businesses, and communities. The proposal must include a development and delivery plan for the following.

- Educating local and regional leadership on emerging and global economies
- Conducting outreach to other communities regarding economic development transformation
- Achieving common, regionalized goals and initiatives

**Educational Component:** In order to ensure workforce capacity, economic initiative sustainability, and Vision alignment, the region plans to maximize what is regarded as the Career Path Pipeline. Proposals must state a plan to conduct and produce reports for the following:

- *SWOT* analysis of current education system to identify gaps and develop strategies to strengthen Pipeline.
- *Career Audit:* The purpose of the audit will be to identify the top 5 careers in our regional economy necessary to implement and sustain new economic initiatives.

#### **IV. Scoring Format**

Firm’s Credentials & References & Qualifications of Persons Assigned to Project - 25 points  
 Experience Providing Resource Mapping/Asset Reports and Educational Strategies – 30 points  
 Quality of Proposed Work Plan and Schedule – 30 points  
 Quality of Written Proposal – 15 points  
 Total = 100

#### **V. Proposer’s Qualifications**

All proposers must have demonstrated experience in the area of resource mapping and resource and educational strategy development to be eligible for consideration. Iowa Central Community College reserves the right to check all references furnished and consider the responses received in evaluating the proposals.

#### **VI. Proposal Format and Content**

##### *Format*

To be considered, the proposal must be formatted in the “Proposal Content” order listed below and must include all of the items identified in each section. Failure on the part of the proposer to respond to specific requirements detailed in this section may be a basis for disqualification of a proposal.

Information submitted in the proposal should be brief and concise. Responses should be prepared on single-sided, 8 ½ x 11 inch paper using at least 11 point type with standard margins.

## *Content*

A. Cover letter signed by principal of the firm.

B. Title Page. Provide the RFP number (RFP #01-10), name of the proposing entity, its business address, telephone number, fax number and e-mail address, along with the name of the firm's authorized contact person.

C. Overview of the Firm. Provide a brief description of the firm, its ownership structure, and whether it is a minority or woman-owned business. Discuss the length of time the firm has been in operation and the location of the office from which the primary work under this proposal is to be performed. Also, provide an organizational chart for the firm, and list the three most similar projects the firm has most recently completed.

D. Qualifications of Firm, Subcontractors and Staff. Provide a detailed description of the qualifications of the firm and subcontractors, including their experience in this field. Include a minimum of three references with telephone numbers and samples of previous work of a similar nature. A description of project management, including identification of the project manager and key staff members who will participate at various stages of the project and their roles must be provided. Include resumes for these individuals, as well as the principals of the firm. Identical information must be provided for any subcontractors.

E. Litigation Summary. Provide details of any pending or ongoing criminal or civil investigation, pertinent litigation and/or regulatory action involving your firm or employees of your firm.

F. Work Plan and Schedule. The work plan must include a summary of the project and how the final report will satisfy each item in the Scope Of Services stated in Section III. It must also include a brief description of each deliverable and its anticipated start and completion date. The work plan should also include a description of the proposed method for coordinating with Mid Iowa Growth Partnership partners and other knowledgeable entities. Any work to be subcontracted must be clearly identified, the reasons for subcontracting explained, and the allocation of work tasks among prime and subcontractors clearly defined.

G. Insurance. Provide information on type and amount of insurance carried by your firm in the categories of Commercial General Liability, Automobile Liability, and Workers' Compensation.

H. Cost Quotation. A separate cost estimate for each task outlined in the Scope of Services, along with a total cost quotation, must be submitted. Costs must be submitted as all-inclusive. No separate reimbursement will be made for travel or other expenses.

F. The entire project must be completed on or before June 2011.

## **VII. Submission Procedure**

The original proposal and five copies must be submitted to the offices listed below. All copies must be submitted by the due date and time of 4:00 p.m. CST on February 19, 2010. Firms mailing proposals should allow a sufficient mail delivery period to ensure timely arrival of their proposals. Iowa Central Community College cannot waive or excuse late receipt of a proposal which is delayed for any reason. Any proposal received after the bid opening date and time will be immediately disqualified. A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other offer or with any competitor.

Submit one (1) original and ten (10) copies of the proposal to:

Maureen Elbert  
Kossuth/Palo Alto Co Econ, Dev. Corp.  
106 South Dodge Street, Suite 210  
Algona, IA 50511

Shelly Blunk  
Iowa Central Community College  
One Triton Circle  
Fort Dodge, IA 50501

Due date for proposals is February 19, 2010 by 4:00 p.m. CST

## **VIII. Certifications**

### *Certifications Related to Lobbying*

Any contract completed between Iowa Central Community College and a Contractor must include a completed Form CD-511, "Certifications Regarding Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying" Any subcontractor(s) hired by the Contractor is also subject to these regulations and must submit Form CD-511.

## **IX. Terms to be Included in the Contract**

### *Contractor Relationship*

The relationship of the proposer to Iowa Central Community College will be that of an independent Contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this agreement. The selected firm, as an independent Contractor, is solely liable for the acts and omissions of its employees and agents. The Contractor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this RFP and resulting contract. The Contractor shall not bring and shall hold harmless and provide Iowa Central Community College with a

defense against any and all claims that Iowa Central Community College is held responsible for including but not limited to the foregoing payments, withholdings, contractions, taxes, Social Security taxes, and employer tax returns.

The Contractor shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this agreement to any person, corporation, partnership, association or entity without prior written consent of Iowa Central Community College.

### *Indemnification*

The Contractor agrees to indemnify, defend and hold harmless Iowa Central Community College, its Board of Directors, its officers, and employees from and against:

- Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract;
- Any claims or losses resulting to any person or entity injured or damaged by the contractor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by federal or state statutes or regulations; and
- Any failure of the contractor, its officers, employees, or subcontractors to observe state and federal laws, including but not limited to labor and minimum wage laws.

### *Termination of the Contract*

Iowa Central Community College may terminate a contract resulting from this RFP at any time if the Contractor fails to carry out its responsibilities or to make substantial progress under the terms of this RFP and resulting contract. Iowa Central shall provide the Contractor with notice of conditions endangering performance. If, after such notice, the Contractor fails to remedy the conditions contained in the notice, within the time period contained in the notice, Iowa Central shall issue the Contractor an order to stop all work immediately. Iowa Central shall be obligated only for services rendered and accepted prior to the date of the notice of termination. The Contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

## **X. Compliance with Regulations**

The selected firm shall be responsible for knowledge of and compliance with all applicable local, state, and federal codes and regulations.

## **XI. Protest Procedures**

Any actual or prospective respondent to a Request for Proposal, who is aggrieved with respect to the RFP process, shall file a written protest with Iowa Central Community College, Fort Dodge Office prior to the due date for acceptance of proposals. Award recommendations will be posted at Iowa Central Community College, Fort Dodge campus on April 5, 2010. Any actual or prospective respondent who desires to formally protest the recommended contract award must file a notice of intent to protest with Iowa Central Community College within two (2) calendar days (excluding weekends and Iowa Central holidays) of the date that the recommended award is posted. Upon filing of said notice, the protesting party will have five (5) days to file a formal protest and will be given instructions as to the form and content requirements of the formal protest.