

# Networks Northwest

## Request for Proposals

County Economic Development Task Force  
Formation, Oversight and Information Dissemination

Issue Date: December 29, 2020

Due Date: January 22, 2021

### Section I: General Information

#### Background:

Networks Northwest through an MEDC Innovation Grant, is providing funding to assist with the development and oversight of Economic Development Task Force Groups within each of our ten Counties. These groups will assist with obtaining information from within their communities, sharing data and information with neighboring counties, EDO's and Networks Northwest. Ultimately assisting with the dissemination of information for a Comprehensive Economic Development Strategy (CEDS).

#### Purpose:

Networks Northwest issues this Request for Proposal (RFP) to select qualified organizations to oversee the formation and oversight of Economic Development Task Force Groups in each of the ten counties within our region. These groups will provide information from their local communities that will assist with development of the updated CEDS. Required tasks and outcomes include:

- Formation of a Economic Development Task Force in each authorized County
- Oversight of Task Force Meetings
- Relaying information from businesses, residents, visitors, local units of government, other facets of the community
- Nomination of a Task Force Committee Member to serve on a Regional Task Force
- Review and critique draft survey pertaining to a CEDS update
- Assist with marketing of survey to businesses, employees, residents and local officials
- Maintain Communication between Regional and Local Task Force Groups
- Dissemination of information, data and materials from Networks Northwest

#### Budgeted Funds:

There is a total of \$50,000.00 available for assistance with this project. This amount is allotted at \$5,000.00 per County. A single organization may assist one or more counties within our region, and will be provided the \$5,000.00 allotment for each County they are assisting with this process.

Responses:

The procedure for submission of questions is provided in Section II: General Terms and Conditions. Proposals are due via email by January 22nd, 2021 at 4pm. Information about the required proposal content is provided in Section IV: Required Proposal Content.

Schedule:

December 28th, 2020	RFP Issued
January 22nd, 2021 (by 4pm Eastern)	Proposals Due
January 26th, 2021	Candidate Selected
January 29th, 2021	Contract Executed
February 1st, 2021	Work Begins
July 1st, 2021	Contract Termination

**Section II: General Terms and Conditions**

Issuing Office:

This RFP is issued by Networks Northwest.

Cancellation and Modification:

The Issuing Office reserves the right to cancel or modify this RFP as needed. Modifications to the RFP will be posted on the Networks Northwest website, <https://www.networksnorthwest.org/about-us/grants-rfps-job-postings.html>, and attempts will be made to notify all interested parties of the modifications.

Inquiries:

Inquiries concerning this RFP, selection of the successful bidder(s), and administration of the contract must only be directed to the Project Manager:

Rob Carson, AICP  
Regional Director of Community Development  
Networks Northwest

Email: [rob.carson@networksnorthwest.org](mailto:rob.carson@networksnorthwest.org)

Phone: 231-929-5057

Verbal communication from the Project Manager is not binding and shall not alter a specification, term or condition of this RFP. Responses to inquiries will be made in writing.

Due Date:

Proposals are due by **4:00pm on Friday, January 22nd, 2021** via email to [rob.carson@networksnorthwest.org](mailto:rob.carson@networksnorthwest.org).

**Section III: Scope of Work**

Scope:

- Formation of a Economic Development Task Force in each authorized County
- The Economic Development Task Force to serve as the Strategy Committee for CEDS development and is charged with preparing all components of the CEDS that includes:
  - summary background
  - SWOT analysis
  - strategic direction/action plan
  - evaluation framework
  - economic resilience
  - opportunity zones
- Oversight of County Task Force Meetings (includes):
  - setting meeting dates (monthly for initial six months)
  - setting meeting agendas with insight/items included from Networks Northwest
  - hosting meetings whether virtual or in person
  - taking meeting minutes or notes
  - reviewing, critiquing and offering input on survey(s) to be administered for input in the CEDS development
  - assisting with notifying businesses, residents, visitors, local units of government, other facets of the community about survey
  - assisting with objectives for the development of the Comprehensive Economic Development Strategy (essentially providing input on draft data and information, as well as the draft sections of the CEDS once they are developed)
  - nominating and ensuring participation on the Regional Task Force of a member representative for the County Task Force Groups

Locations:

County Economic Development Task Force Groups shall be established in each of the ten Counties within our region:

- |                   |              |
|-------------------|--------------|
| 1. Antrim         | 6. Kalkaska  |
| 2. Benzie         | 7. Leelanau  |
| 3. Charlevoix     | 8. Manistee  |
| 4. Emmet          | 9. Missaukee |
| 5. Grand Traverse | 10. Wexford  |

Outcomes & Deliverables:

The following outcomes are expected of the contractor for this process:

- County Task Force Members are recruited from but not limited to the business community, political leadership, governmental and agency staff associated with Economic Development, Tribal Government, Chamber of Commerces, Visitor Bureaus, and Nonprofits
- County Economic Development Task Force groups are formed and meeting regularly
- Task Force Groups are engaged in the CEDS process with sound communication between County Task Force, Regional Task Force and Networks Northwest
- Review of materials and input provided as requested by Networks Northwest
- Information and data are disseminated into the County as provided through the CEDS
- Task Force Groups continue to meet as needed

**Section IV: Required Proposal Content**

Content:

The proposal should be no longer than two pages and identify how the applicant will meet the Scope of Work and the desired Outcomes. Covering these main points:

- Your organization name and the authorized representative who will be communicating with Networks Northwest
- A brief description of the authorized representatives recent experience with Economic Development within the County(ies) they wish to represent.
- Which County(ies) will the applicant be contracted to represent?
- Which representatives (desired commitment) will make up each individual Economic Development Task Force, and how will you successfully recruit representatives?

- How will the Task Force Convene, how will facilitation occur and is their ability to regularly meet (monthly during the initial 6 month process)?
- Provide a statement of how the applicant will ensure sound communication with Networks Northwest and maintain active engagement with the Regional Task Force.

**Section V: Evaluation Criteria**

Economic Development Organization 50% (50 Percent):

Is your organization an existing Economic Development Organization that is performing work within the ten County Region, and has an authorized representative with recent experience.

Ability to Recruit Representatives 25% (25 Percent)

Does your organization have experience and a sound plan for obtaining and maintaining representation on the Economic Development Task Force

Communication and Meeting Facilitation 25% (25 Percent)

Is there a sound plan for ensuring communication between the County Task Force, Regional Task Force and Networks Northwest, as well as a plan for hosting and facilitation of meetings.