



Request for Proposals

An Inventory and Assessment of Economic Development Activities in Northwest Lower Michigan

February 12, 2019

1. Statement of Purpose

Networks Northwest is the convening agency for the Regional Prosperity Initiative Region 2 and the designated Economic Development District per the Economic Development Administration (US Department of Commerce), which covers the ten counties of Northwest Lower Michigan. Our work primarily focuses on the service categories of workforce, business, and community development.

Through our work in these areas and in close consultation with similar agencies, local governments, and the business community, we believe that public and private sector leadership would benefit from an inventory and assessment of economic development related agencies, services, and activities in northwest lower Michigan. Evidence continues to suggest that local demand for economic development services increases, yet there often is a disconnect of what services are currently offered and what outcomes are being achieved. We believe strongly that this is an issue for the region as we look to further assist on the conditions needed for economic growth and prosperity.

Therefore, Networks Northwest is issuing this Request for Proposals (RFP) to evaluate and select a contractor responsible for developing a comprehensive report that will objectively inventory and assess economic development activity in the region. The contractor selected to complete this study will aggregate and frame the issue using the following core activities (additional activities encouraged):

- Summarize already available data/information related to the need for economic development and existing activity in the ten-county region with a focus on rural needs and models.
- Demonstrate clearly the connection between a broad range of economic development services and the economic health of the region.
- Plan for and facilitate a “Regional Economic Development & Diversification Summit” in June 2019. Activities include: project introduction, stakeholder engagement activities, and begin a process to catalog potential economic development projects for the purposes of creating a region-wide inventory.
- Identify and summarize relevant programs, services, and activities of all local and regional entities that engage in economic development; including but not limited to: workforce, education, non-profits, business, and government.
- Provide a regional and county-level inventory and “systems map” of economic development activity in each of the following counties: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties.

- Conduct regional and county level interviews (no less than 60 interviews region wide) with public and private sector stakeholders to gauge insight on real and potential economic development activities in the region.
- Identify opportunities for local and regional approaches to better improve economic development activities.
- Connect all outcomes and deliverables of the project to the region's Comprehensive Economic Development Strategy found at:

<https://www.networksnorthwest.org/community/growth-and-investment/comprehensive-economic-development-strategy-ceds.html>

and, Regional Prosperity Plan found at:

<https://www.networksnorthwest.org/community/current-projects/framework-for-our-future.html>

2. Deliverables and Key Dates

The selected contractor will be expected to complete the above scope of work in a report format. The timeline for this work will be as follows:

| Date | Deliverable |
|------------------------------|--|
| 3/15/19 | Proposal Selected |
| 3/29/18 | Outline of Proposed Final Report, Supporting Activities, and Detailed Schedule Submitted to Networks Northwest |
| 6/14/19 <u>or</u> 6/21/19 | Regional Economic Development & Diversification Summit (food and room expenses to be covered by Networks Northwest) |
| 4/1-8/1/19 | Stakeholder Interviews Conducted |
| 9/6/19 | Draft Report Submitted to Networks Northwest for Review |
| 9/20/19 | Draft Report Returned to Contractor for Review and Finalization |
| 10/1/19 | Final Report Submitted to Networks Northwest |

3. Term of and Conditions of Contract

The selected contractor will complete the above outline scope of work within the specified schedule and adhere to the terms and conditions set forth by Networks Northwest for an amount not to exceed seventy-five thousand dollars (\$75,000).

Proposals submitted with an alternative scope, schedule, and/or estimated cost will be considered, but are not preferred.

4. Payments

Payment will be made by Networks Northwest. Funding for this project comes from the Michigan Economic Development Corporation's support of the Region 2 Collaborative Development Council (CDC). Schedule of payment negotiable.

5. Requirements for Proposal Preparation

The proposal shall be prepared as a PDF document, include the respondent's qualifications, a response as to how he/she would complete the proposed scope of work and within the schedule provided. All proposals shall be limited to no more than 12 pages.

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center callers use 711.

6. Evaluation and Award Process

Networks Northwest will review and evaluate all proposals. Preference will be given to respondents who are able to meet the preferred scope, cost, and timeline within the aforementioned budget. However, Networks Northwest reserves the right to consider all submitted responses based on their merit. Selection will be made using a scoring criteria.

7. Selection Process Schedule

| Date | Deliverable |
|---------|--------------------------------|
| 2/12/19 | RFP Released |
| 3/8/19 | Responses to RFP Due by 5:00pm |
| 3/15/19 | Proposal Selected |

8. Contact Information for Submissions

Using the subject line “NWMI Economic Development Study Proposal,” please submit all proposals to:

Matt McCauley, CEO
Networks Northwest
mccauley@networksnorthwest.org
Phone: 231.929.5061