

Western Piedmont Council of Governments	REQUEST FOR PROPOSAL NUMBER 0916
	Issue Date: October 04, 2016
<i>Refer ALL inquiries regarding this RFP to:</i> Betty Huskins betty@ridgetopassociates.com 828-273-0276	Close Date: October 13, 2016
	Description: Planning Consultation & Analytics Analysis
	Using Agency: NC Association of Regional Councils of Government via Western Piedmont Council of Governments

NOTE: This RFP format and wording based in part on the solicitation standards of the State of North Carolina.

OFFER AND ACCEPTANCE: The Association via Western Piedmont Council of Governments seeks offers for services and/or goods described in this solicitation. All offers and responses received shall be treated as offers to contract. The Association's acceptance or any offer must be demonstrated by execution of the acceptance found below. Acceptance shall create a contract.

EXECUTION: In compliance with this Request for Proposal, and subject to all conditions, herein, the undersigned offers and agrees to furnish any or all services or goods upon which prices are offered, at the price(s) offered herein, within the time specified herein. By executing this offer, I certify that this offer is submitted competitively and without collusion.

Offer valid for 14 days from date to offer opening.

BIDDER:	
STREET ADDRESS:	PO BOX & ZIP
CITY & STATE & ZIP:	TELEPHONE NUMBER:
PRINT NAME AND TITLE OF PERSON SIGNING:	EMAIL ADDRESS:
AUTHORIZED SIGNATURE:	

Offer valid for fourteen (14) days from date of offer opening unless otherwise stated here.

ACCEPTANCE OF OFFER: If any or all parts of this offer are accepted, an authorized representative of the Association shall affix his/her signature hereto and this document and the documents identified above shall then constitute the written agreement between parties. A copy of this acceptance will be forwarded to the awarded vendor. This EXECUTION PAGE shall be completed, signed and submitted with the Proposal/Offer.

FOR ASSOCIATION USE ONLY

Offer accepted and contract awarded this ___ day of _____, 2016, as indicated on attached certification

By _____ (Western Piedmont Council of Government

DELIVERY INSTRUCTIONS: Vendor must deliver one (1) signed original and (1) copy of the offer to the Association in a sealed package with Company Name and RFP Number clearly marked on the front.

Address envelope and insert offer number as shown below. It is the responsibility of the vendor to have the offer in the office by the specified time and date of opening.

DELIVER TO: USPS or Overnight Delivery (preferred)
Western Piedmont Council of Governments (RFP made out to WPCOG)
c/o Andrea Biddix
PO Box 9026
1880 Second Avenue NW (Physical Address)
Hickory, N.C. 28603-9026

Sealed offers, subject to the conditions made a part hereof, will be received at Western Piedmont Council of Governments Offices located at 1880 Second Avenue NW, Hickory, N.C. or via U.S. Postal Service at P.O. Box 9026, Hickory, N.C. 28603-9026 on or before October 13, 2016.

Offers must be submitted in a sealed package with the execution page (first page of this document) signed and dated by an official authorized to bind the Vendor's firm. Failure to return a signed offer shall result in disqualification.

Offers will not be accepted by electronic means. This offer/RFP is available electronically at www.ncregions.org. All inquiries regarding this RFP requirements are to be addressed to Betty Huskins, Executive Director, NC Association of Regional Councils, 828-273-0276, email: Betty@RidgetopAssociates.com.

INTRODUCTION

The purpose of this Request for Proposal (RFP) and any resulting contract award is to solicit proposals for planning consultation and analytics services to update the Association's *2014 REPORT: NORTH CAROLINA REGIONAL AND STATEWIDE STRATEGIES FOR COMPREHENSIVE COMMUNITY AND ECONOMIC DEVELOPMENT*. The *2014 REPORT* is available for review at www.ncregions.org

The proposed solution shall provide the Association with current research and data analytics and the development of a strategic framework based on the updated research and data analytics for a 2017 Report.

Mission

Early in 2012 the state's sixteen (16) Regional Councils of Governments (COGS) undertook an initiative – NC Tomorrow – in partnership with the US Economic Development Administration and the US Department of Housing and Urban Development through the North Carolina Department of Commerce's Community Assistance Division.

As part of this initiative, North Carolina's regional councils prepared uniform Regional Comprehensive Economic Development Strategies (CEDS) designed to identify regional priorities for economic and community development. The regional plans served as the foundation for a statewide Strategy for Comprehensive Community and Economic Development intended to function as a blueprint for state efforts to "Build Communities for Tomorrow's Jobs." The Report was released in 2014. The solution provided by the RFP will update the 2014 Report for release of a 2017 version with updated information.

Objectives

The proposed solution will meet the following objectives:

- Generate updated current, useful, and analytical reporting for the 2017 Report;
- Provide regional and statewide knowledge that can be used by policy makers in strategic planning for economic and community development;
- Provide data and reporting materials in a professional format;
- Provide research and analytics built around the strategies of the four broad goals adopted in the 2014 Report:
 - Build on each Region's Competitive Advantages and Leverage the Marketplace
 - Establish and Maintain a Robust Regional Infrastructure
 - Create Revitalized, Healthy and Vibrant Communities
 - Develop Talented and Innovative People

Success Factors

1. A timely delivery of the solution.
 - a. All work by successful vendor shall be completed no later than April 30, 2017
2. A solution within the budget parameters.
3. A solution that meets or exceeds performance and availability specifications.
4. Documentation of vendor's past performance with similar projects.

This request is for a close-ended contract between the awarded vendor and the Association to furnish a pre-determined quantity of a service during the specified period of time.

Evaluation of Substantial Conformity to Solicitation Specifications.

Vendor qualifications and experience with similar projects substantially impact the evaluation process, and will be evaluated along with the following:

- i. Technical Proposal and Approach
- ii. Implementation Plan
- iii. Service Level Agreement and Technical Support Plan
- iv. Past Performance and Financial Stability
- v. Cost/Pricing

Note: The Association via Western Piedmont Council of Governments reserves the right to reject any submittal for non-compliance with this RFP. Also, cost/pricing is a consideration, but proposals will be evaluated for overall content, vendor experience with similar projects, and merit to achieve the objectives.

