

Northern Tier

Regional Business Data Analysis: Request for Proposals

Project Description and Preliminary Scope of Work

The Northern Tier Regional Planning and Development Commission (NTRPDC) and the Northern Tier Workforce Development Board will utilize EDA CARES act funding to promote the development of a resilient regional economy. The funding will develop a short-term and long term economic development plan and coordination to develop a disaster recovery and resiliency economic development plan, focused on pandemic recovery and resiliency, consistent with the approved NTRPDC Comprehensive Economic Development Strategy (CEDS). In-house expertise will be used to: manage the project, assist with the region's Economic Resiliency Plan consistent with other county and regional plans, coordinate deliverables, and integrate strategies into a greater project.

NTRPDC is requesting proposals from qualified consultants for assistance for the following projects inclusive of the Northern Tier region which includes Bradford, Sullivan, Susquehanna, Tioga and Wyoming Counties.

- Study with original, local data (such as a well distributed survey) on childcare in the five-county region and the economic impact on businesses.
- Study focused on needs of local (such as roundtables) Manufacturers
Successful bidder will act as the Next Generation Industry Partnership Facilitator that will lead meetings with local manufacturers over the grant period. At least four meetings will be held throughout the region. The goal is for these sessions to produce a Regional Diversified Manufacturing strategy that includes action items to enhance industry competitiveness, address economic development needs, identify training and skills needs and promote career pathways. Facilitator will provide a documented plan that identifies common challenges, industry priorities and proposed action items.
- Study with original, local data (such as a well distributed survey) on supply chain issues for businesses within the five-county region.
- Study with original, local data (such as a well distributed survey) on workforce development (including wages and skills).
- Residential and Commercial Real-Estate Analysis (vacancy, reuse, and market price analysis)
- Series of 8 trainings (in person, if possible) based on information from the studies. Electronically record all trainings for posting on individual websites to use at later dates. Curriculum to possibly include but not be limited to:
 - Marketing, create digital platform to connect local marketing firms to companies in need.
 - Technology training to add online sales platforms.
 - Train employers in technology skills and necessary physical set up for remote working and online retail.
 - Train managers on management of remote workers.
 - Train on how to build cash reserves and financial assistance.
- A total of 100 hours of technical assistance and consultant guidance from an economic development specialist while NTRPDC staff write the economic plan.
- Creation of visualization tool for public use on NTRPDC's website utilizing NTRPDC's purchased EMSI data, original collected data, U.S. Census data

and Pennsylvania data.

The desired completion date for the project is March 2021. Our goals are the on-time delivery of accurate project materials and the successful implementation of the findings. Professional services required are likely to include data collection, real-estate analysis, site assessments/analysis, economic and market trends analysis, providing appropriate recommendations for strategic action.

Funding source for this project is CARES Act funding from the EDA and Next Generation funding from Pennsylvania. Proposals shall not exceed \$200,000, this will be a cost-reimbursement project.

Submittal Content

The submittal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's project team, areas of expertise, length of time in business and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. If submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm. If applicable, describe a situation in which your firm completed a project under an outside project administrator.
- **Personnel.** Provide a resume for the key people to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the key tasks that you believe should be accomplished to complete the project. Provide a narrative description of how you propose to execute the tasks. If applicable, discuss any unique aspects of the project, or suggest alternative approaches.
- **Project Schedule.** Describe your staff availability and ability of the firm to provide the consultation needed.
- **Budget.** A breakdown of cost for each deliverable notating staff time, travel, equipment purchase, data purchase, consumables.
- **References.**

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Submittal Deadline

One digital version of the proposal must be received no later than 4:00 p.m. on May 21, 2021 to thompson@northerntier.org

Selection Process

NTRPDC will rank firms based on these evaluation criteria (from most to least important):

- Project Approach
- Relevant Project Experience
- Firm Capacity to Perform Project
- Practicality of Budget
- Qualifications of Project Team
- Familiarity with Area and Project
- References
- and factors particular to the current project being considered.

NTRPDC will be responsible for the selection of the consultant, with input provided by NTRPDC's Workforce Development Board and Economic Development Committee. The following are tentative, milestone dates for the progress of this project.

[May 2021]: Review Proposals

[June 2021]: Interviews with the top ranked firms

[June 2021]: Negotiate scope of services and agreement [July 2021]: Begin project

[Spring 2022]: Complete Project

Additional Information

Questions regarding the project may be directed to Frank Thompson at thompson@northerntier.org

Additional terms and conditions

NTRPDC will not reimburse any firm or individual for any costs associated with the submittal of proposals or in the negotiation of a final agreement for the work being considered.

The successful consultant will be expected to enter in a standard consultant agreement for this project. If the consultant has any reservation to entering into the standard agreement, then reservations will be disclosed at the time that the proposal is submitted.

Compliance with Applicable Laws

The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal.

The firm also agrees it will hold NTRPDC and its member counties and municipalities harmless and indemnify NTRPDC and its member counties and municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations.

Interview

Respondents who submit a proposal in response to this RFP may be required to give an interview regarding their proposal. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiations. NTRPDC will schedule the time and location of these presentations/interviews. NTRPDC may or may not choose to conduct these presentations/interviews.

Subcontracting

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without prior written approval from NTRPDC. The acceptance of any and all subcontractors shall reside with NTRPDC, and NTRPDC's decision shall be final. The successful respondent shall be fully responsible to NTRPDC for the performance, finished products, facts, and omissions of their subcontractors and persons directly or indirectly employed thereby.

Assigning/Transferring of Agreement

Any successful respondent is prohibited from assigning, transferring, conveying subletting or otherwise disposing of the resulting agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in w Amending or Canceling Request

NTRPDC reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in the best interest todo so. NTRPDC reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

Termination

NTRPDC may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default, or negligence on the part of the selected respondent; or if the selected respondent fails, in the opinion of NTRPDC, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of NTRPDC.