

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR PROPOSAL

For

ECONOMIC DEVELOPMENT CONSULTANT

Taney County, Missouri

RFP #201112-160 –Economic Development Consultant

Release Date:

December 10, 2011

Submittal Deadline:

December 22, 2011

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

**RFP #201112-160 –Economic Development Consultant
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- 2) **Proposal Closing:** All proposals shall be **delivered before** 9:00 AM, Central Time, Thursday December 22, 2011 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any proposals received after 9:00 AM and will return such late proposals to the Offeror.

- 4) Proposals will be opened publicly at 9:00 AM on December 22, 2011 and read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.

- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed". Proposals may be withdrawn on written request from the Offeror at the address shown in this RFP prior to the time of acceptance of the Bid.

- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.

- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

- 8) This County is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this Request for Proposals.

- 9) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)

- 10) All proposals submitted shall be binding for ninety (90) calendar days following the opening.

- 11) The Taney County Commission reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

- 12) Bid may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County

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INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed proposals for Economic Development Consultant as set forth herein.

- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
 - Instructions and General Conditions
 - Instructions and General Information
 - Scope of Services
 - Cost / Bid

Guidelines for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the proposal opening** and no later than **9:00 AM., on December 15, 2011**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate. The term of the contract should be for a period of thirty six (36) months. The Taney County Commission may, at its discretion, terminate the contract at any time during the term, upon thirty days' notice.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

**RFP #201112-160 –Economic Development Consultant
Taney County, Missouri**

SCOPE OF SERVICES

1.) Background Information:

In a committed effort to bring new jobs while increasing Business Development within Taney County, the Taney County Commission has decided to contract for a service offering Economic Development for Taney County. To achieve that goal the Commission is soliciting firms or interested parties via this Request for Proposal. The primary objective will be to deliver organizational approaches for economic development as well as regularly recommend strategies for effective staffing and program functions. Identify a series of targeted industries which will be emphasized in future marketing and promotion initiatives. Criteria to be developed for identifying specific industries should include its income mix, natural resources base, current and planned infrastructure conditions, available incentives, and potential for expansion and workforce skill levels. Additionally include an economic assessment of the region with a focus on said targeted industries. Finally, the deliverable shall investigate a minimum of three comparable counties to identify best practices and strategies to improve the delivery of business retention, expansion and recruitment services.

2.) Proposal Format:

The Taney County Commission will select from firms or interested parties who meet the below requirements and can support such with documentation and references. As well as being able to deliver the required services almost immediately at the lowest possible cost to the county.

- 1. Provide the name, title, address, telephone and fax numbers, email and web site address of the individual the Commission should contact with respect to your proposal. Make a statement regarding the availability of this individual as the primary contact to the Commission throughout the engagement.*
- 2. Describe your firm and its professional experience relevant to the requirements of this Request for Proposal.*
- 3. Provide a summary of your firm's experience with economic and/or industrial development organizations. Please state the nature of that experience and the name of each such client.*
- 4. Identify, if applicable, any prior or current work for the Taney County Commission or the Branson Lakes Area Chamber of Commerce.*
- 5. Identify, if applicable, any sub-contractor consultant that may be utilized as part of the Proposer's team. Provide comparable information as requested in Sections 1-5 for the proposed sub-consultant. **Partnering with another firm in order to meet the qualifications requirements of this RFP is permitted.***
- 6. Describe how your firm will provide the scope of services requested in this RFP.*
- 7. Identify any additional tasks (e.g. on-going or one-time) that your firm believes should be covered in this engagement that were not identified in the Scope of Services section. Describe why you believe each task is relevant.*
- 8. Provide the name, address and telephone number of three references for whom you have performed similar work.*
- 9. Discuss any past or present civil or criminal legal investigations or pertinent litigation involving your firm or any of its employees that could impact your firm's role or ability to serve as an advisor to the Taney County Commission. If none, include a statement that there are no past or present civil or criminal legal investigations or pertinent litigation that could impact your ability to serve in the capacity of consultant to the Taney County Commission.*

After an initial evaluation process, a question and answer interview may be conducted with selected candidates in addition to an oral presentation and demonstration of their proposed skills and expertise. All arrangements and scheduling will be coordinated by the County Purchasing Director. Completion of this critical project will involve total cooperation from all available sources Taney County can allow.

**RFP #201112-160 –Economic Development Consultant
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COST / BID

TOTAL COST TO THE COUNTY: _____

BIDDER: _____

ADDRESS: _____

Phone: _____ Fax: _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Signature: _____

Printed Name and Title: _____

Today's Date: _____

“NO BID RESPONSE FORM”

NOTE: Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFP, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

RFP #201112-160 –Economic Development Consultant

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	



**Taney County, Missouri
RFP #201112-160 Economic Dev. Consult.**

ADDENDUM #1 - Issued December 14, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal / Bid and is hereby incorporated into and made a part of the Request for Proposal / Bid Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal / Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and is providing responses below:

QUESTION: *What is the estimated budget for the project?*

RESPONSE: Range is from \$25,000 - \$50,000 over the course of the project and subject to experience.

QUESTION: *Does the county have an advisory board?*

RESPONSE: No.

QUESTION: *Will the county provide the names of other companies bidding on the project?*

RESPONSE: Of course as is the case with all open Bid processes.

By,

Ron Erickson, Director of Purchasing
132 David Street, P.O. Box 1630
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **RFP #201112-160 Economic Dev. Consult.** , receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____