

**Northeast Nebraska Economic Development District
Request for Proposals (RFP)
2017 EDA CEDS Training**

Proposals must be received by 5:00 PM central standard time on June 23, 2017

- RELEASE DATE:** June 9, 2017
- CLOSING DATE:** Proposals must be received by 5:00 p.m. central standard time on **June 23, 2017** at the address listed below. E-mailed proposals to thomash@nenedd.org will be accepted.
- START DATE:** Consultant must be available to commence work immediately upon award.
- PROJECT TITLE:** Lead Organization Support for the 2017 EDA CEDS Training
- CONTACT PERSON:** Thomas L. Higginbotham, Jr
Northeast Nebraska Economic Development District
111 South 1st Street Norfolk, NE 68701
(402) 379-1150 ext. 103

Background

The Northeast Nebraska Economic Development District (NENEDD) has a grant from the U.S. Department of Commerce, Economic Development Administration (EDA) Denver Regional Office to solicit proposals from qualified organizations to provide logistical and planning support for three different sessions that can be delivered via onsite or via webinar that cover the Denver EDA 10 State Region. The possible state pairings for the three different sessions are as follows:

- Session 1) MO, NE, IA, KS
- Session 2) ND, SD, MT
- Session 3) UT, CO WY

The training sessions are to be held in any one of the states listed above. The desired time frame for all three sessions is between July 1, 2017 through October 31, 2017. Important dates to avoid are:

- September 9-12, 2017
- September 17-20, 2017

Training can be delivered in two possible ways:

- A. Onsite live training within the 10 state region
- B. Live webinar(s)

The preferred method to deliver the training is live webinars verses in person meetings to keep the cost down for economic development districts and tribes as well as increase the overall attendance. If possible, any in person meetings can be conducted in conjunction with the live

webinar(s). If an in person meeting is the only option that is acceptable; however, at least one live recorded webinar should be conducted.

The successful firm will provide the expertise and capacity necessary to assist in the coordination of venue, outreach, registration and implementation of the three training sessions. The purpose of the sessions is to provide in-depth and interactive CEDS training utilizing the CEDS guidelines and checklist. CEDS Guidelines can be located on EDA website:

<https://www.eda.gov/files/ceds/CEDS-Content-Guidelines-full.pdf>.

EDA's Denver Regional office covers the ten states of Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah and Wyoming. Anticipated attendance for the in person training is 50 persons per session, and up to 75-100 if offered via webinar.

NENEDD is the fiscal sponsor for the EDA Local Technical Assistance grant designated for this training. NENEDD is designated by the U.S. Department of Commerce, Economic Development Administration as one of Nebraska's regional Economic Development Districts. NENEDD provides assistance to communities within 17 counties in Northeast Nebraska to strengthen the local economy.

NOTICE: GRANT MONIES WILL BE USED TO FUND CONTRACTS EXECUTED UNDER THIS RFP. THE SELECTED CONSULTANT **MUST SATISFY** THE REQUIREMENTS OF **ALL GRANTORS** IN ORDER FOR FUNDS TO BE RELEASED. All training costs and key information must be reviewed and approved by NENEDD in writing at least 30 calendar days prior to expenditure. The contractor should ensure that the training is organized in a fiscally prudent manner, and that all costs must be allocable, reasonable, allowable, and necessary to support project goals. The use of the Department of Commerce (DOC) or Economic Development Administration (EDA) logos on training materials is expressly prohibited unless authorized in writing by the EDA Grants Officer. Determinations to use the DOC or EDA logo must be made in consultation with the EDA Project Officer, who will secure necessary approvals in accordance with DOC administrative procedures. Recipients should submit requests to use such logos at a minimum of 30 calendar days prior to the date such logos are needed for training purposes.

Scope of Work

The successful proposal will address the implementation of the following tasks: (1) CEDS overview (2) streamlined strategic planning overview (3) one on one technical assistance (4) training management, (5) venue selection, (6) webinar oversight (7) registration fees (if necessary), (8) registration management, (9) on-site training oversight and coordination, (10) venue liaison activities, (11) manage information technology logistics and (9) reporting. Participation in the sessions and meal functions are estimated at approximately 50 participants per session, and up to 75-100 if offered via webinar

Task 1 – CEDS Overview

- summary background
- SWOT analysis
- strategic direction/action plan

- evaluation framework
- Develop with broad-based community participation
 - regional stakeholders
 - economic resiliency

Task 2 – Streamlined Strategic Planning Overview

The training could also include a discussion/session regarding aligning federal agency planning requirements and a more streamlined strategic planning. For example, how EDA and Housing and Urban Development (HUD) can better coordinate their local and regional planning efforts, and how the planning documents prepared for submission to one agency can be adapted for submission to the other agency. The discussion could specifically address the EDA CEDS and the HUD Consolidated Plan and how their intended “to enhance the ability of communities and regions to increase engagement with partners, stakeholders, and citizens, strategically plan for future housing, community, and economic development needs, and effectively align and coordinate Federal, State, and local resources for greater impact.”

Task 3 – One on One Technical Assistance

As requested by Districts and Tribes the consultant should explain how they will provide one on one technical assistance to Districts and Tribes that ask for technical assistance with their CEDS. The consultant will identify a system to collect this interest and meet the need for providing one on one technical assistance to District and Tribes.

Task 4 – Training Management

The Contractor shall effectively plan and execute the full range of services outlined below. The Contractor is responsible for the performance quality and deliverables associated with the task order requirements.

- Prepare a proposed budget for the training which includes:
 - Cost of the venue (preferably college or hotel);
 - Determine appropriate registration fees (if necessary), must remain at a level that does not discourage attendance;
 - Technical Support;
 - Meals and refreshments, the costs of which need to be kept at a minimum and pre-approved by NENEDD. All costs associated with meals and refreshments must be paid by the registration fees.
- Identify webinar content and logistics.
- Develop program content.
- Collaborate with NENEDD & EDA Denver Regional Office staff on selection of speakers, panels and presenters.
- Issue formal invitations to speakers, panels and presenters.

- Develop collateral materials to advertise and promote the event.

Task 5 – Venue Selection

Working closely with NENEDD, the Contractor shall identify and secure a compatible venue (preferably at a college or hotel). Identify and book an appropriate venue for the training, taking into consideration ease of access and cost. The Contractor may also determine that the training could be delivered via live webinar in a more cost effective manner in order to obtain greater attendance or a combination of live training and live webinars.

Task 6 – Webinar Oversight

Working closely with NENEDD, the Contractor shall determine if the most efficient and effective way to deliver the training would be via live webinar(s). Identify the appropriate tools to deliver this taking into consideration ease of access and cost.

Task 7 – Registration Fees

The Contractor shall facilitate the coordination of securing sponsor or joint-event partners to cover the cost of food/refreshments at the training (if necessary). Should a sponsor or joint-event partner not be secured, the Contractor shall calculate and collect Registration Fees to be charged to training participants. It is expected that the registration fee will be based on the cost of meals, and expenses associated with the collection of registration fees.

Task 8 - Registration Management

The Contractor shall be responsible for tracking and managing training registration and for coordinating registration totals with meeting space room capacity and other criteria. This is especially critical for sessions that include meals. Training Registration Management activities shall include, but not be limited to, pre-registration, online and on-site registration.

- Establish a registration system for onsite training or live webinar offerings.
- Determine appropriate registration fees to cover all meals, refreshments, beverage costs and key note speakers.
- Develop a comprehensive invitation list and broadcast training information.
- The Contractor shall ensure that participant data collected before, during, and after the Training will be managed in accordance with all laws and regulations guiding the management of personal and business identifiable information (PII and /or BII), specifically, the Privacy Act (5 U.S.C. section 552a). The Contractor shall ensure that all registrant and attendee information (e.g. registration forms, systems, lists and schedules) will remain the property of NENEDD and will be returned to NENEDD at the conclusion of the training. The Contractor agrees that the data will be used only for the purpose of developing and executing the Training. The Contractor shall ensure that no registrant or attendee information collected for this training will be sold to, shared with, distributed to, or used by any third party without the express written consent of NENEDD. The Contractor will return all collected information to NENEDD within two weeks after the training ends.

Task 9 - On-Site Training Oversight and Coordination

The Contractor shall oversee and coordinate all on-site events related to the training to ensure that all functions are executed according to plan and that all requirements are fulfilled.

- Provide staffing – either in house or contracted – for event registration and reception.
- The Contractor shall oversee and manage all training activities at the event site, specifically the sessions, workshops and meal functions.
- The Contractor shall ensure training meeting rooms are set-up in advance of each session, consistent with floor plans.
- The Contractor shall coordinate with the Venue A/V Contractor to ensure all deliverables are fulfilled and executed, as planned.
- The Contractor shall confirm and coordinate training room design, layout and appropriate signage.
- The Contractor shall ensure that on-site support, in terms of equipment and manpower, is provided for all sessions during the training.
- The Contractor shall ensure that all training materials are received, on-site, before the first day of the training
- The Contractor shall provide NENEDD with on-site contact information for all Training Management staff responsible for tasks.

Task 10 - Venue Liaison Activities

The Contractor shall act as the liaison to the Venue on behalf of NENEDD. The Contractor shall inquire about all basic regulations including insurance and disaster management plan as well as equipment and services available, and communicate all training requirements and special needs for venue equipment and services.

- The Contractor shall secure meeting space and confirm any changes made during planning process for the training.
- The Contractor shall ensure the meeting space and meal function rooms will accommodate all participants.
- The Contractor shall coordinate with venue staff to implement training schedule and events in order to execute the schedule according to plan.

Task 11 – Manage Information Technology Logistics

The Contractor shall coordinate all audiovisual rental requirements for the event or webinar(s). The Contractor shall be responsible for working with the venue staff and any other Training vendors to ensure required rental equipment is operational and in place at the designated time and location. .

- Determine audio-visual needs for the training and secure necessary arrangements.
- The Contractor shall coordinate with the Training Team audio visual requirements for the presenters.
- The live webinar(s) should be recorded so that they can be used for future training or for those who could not attend.

Task 11 – Reporting

The Contractor shall provide progress reports as requested beginning two weeks after award of contract to the end of the period of performance for this contract. The Contractor shall notify

NENEDD of any actual or potential problems encountered or anticipated that may prevent the execution of any required task.

- Follow up with training attendees to assess success of the training and gather recommendations for improvement.
- Disseminate the live webinar links for the training to Districts and Tribes for future use.

Proposal Submission

A qualifying proposal must address all of the following items:

1. Name and address of the proposer;
2. Contact person and phone number;
3. Resumes of all staff who provide services and their hourly rates;
4. Relevant experience and technical competence;
5. Description and detailed tasks to implement the program and project schedule;
6. Proposed budget and billing rates;
7. Three references who have knowledge of consultant's work.

Proposal must be received no later than 5 p.m. central standard time June 23, 2017, at the NENEDD office at 111 South 1st Street, Norfolk, NE 68701. E-mailed proposals to thomash@nenedd.org will be accepted.

Selection Process

In reviewing proposals the selection criteria will be based on the following criteria. The preferred method to deliver the training is live webinars verses in person meetings to keep the cost down for economic development districts and tribes as well as increase the overall attendance. If possible, any in person meetings can be conducted in conjunction with the live webinar(s). If an in person meeting is the only option that is acceptable; however, at least one live recorded webinar should be conducted.

1. Specialized experience in similar services (30 points).
2. Capacity of firm to perform the scope of work within time schedule (20 points)
3. Previous working experience and knowledge of similar projects (20 points)
4. Cost(s) must honor its quote for a period of ninety (90) days after the RFP due date (30 points)

Elaborate and expensive presentation aids are neither necessary nor encouraged. NENEDD reserves the right to reject any or all proposals and to negotiate changes in proposals. Consultants are expected to provide their best and most competitive proposal. Proposals that offer no response on any section of the proposal will be deemed "non-responsive" and will not be scored.