



Request for Proposals (RFP) Business and Non-Profit Trainings and Technical Assistance

The North Central Regional Planning Commission (NCRPC) has been awarded grant funding from the EDA CARES ACT to provide training and technical assistance to our 12-County region's businesses and non-profits. The NCRPC currently serves the following Counties in North Central Kansas: Clay, Cloud, Dickinson, Ellsworth, Jewell, Lincoln, Marshall, Mitchell, Ottawa, Republic, Saline and Washington.

In the winter of 2020/2021, the North Central Regional Planning Commission surveyed businesses and non-profits in our 12-county region to learn about the training and technical assistance needs which have arisen as a result of the pandemic or that already existed prior to the pandemic. The results of this survey were utilized to determine the training and technical assistance topics outlined in this RFP. Additionally, the format of training was developed based on the results of the survey.

TERMS

The following terms will apply to this RFP and to any subsequent agreements. Submission of a proposal in response to this RFP indicates acceptance of all the following terms:

1. "Contract" means the written agreement resulting from this RFP executed by the North Central Regional Planning Commission and the Contractor;
2. "NCRPC" means the North Central Regional Planning Commission;
3. "Contractor" means the successful applicants to this RFP who enter into a written agreement with the NCRPC.

SCOPE OF SERVICE AND GENERAL CONDITIONS

1. Services shall be provided as requested by NCRPC in compliance with the Scope of Services as described in this RFP.
2. The Provider shall maintain such records as are deemed necessary pursuant to the EDA CARES grant and NCRPC rules to assure proper accounting for all costs and funds collected. These records shall be submitted for audit purposes to NCRPC.
3. Information provided by NCRPC shall be used only for purposes intended and in accordance with federal and state laws and regulations.

SERVICE DESCRIPTION

The NCRPC is seeking contractors to provide technical assistance and training to businesses and non-profits within our 12-County service area. Consultants will be hired to provide trainings and technical assistance in the following areas:

1. Developing an Online Presence:
 - a. Social Media Marketing;

- b. Website Development;
 - c. Online Sales;
 - d. Online Fundraising for Non-Profits
- 2. Business Continuity/Succession Planning
- 3. Employee Recruitment
- 4. Non-Profit Board Retention and Development
- 5. Business and Non-Profit Basics:
 - a. Developing a Formal Business Plan;
 - b. Budgeting/Cash Flow Management;
 - c. Accounting/Bookkeeping
- 6. Grocery Store Specific Training

These trainings can be offered in different formats deemed appropriate by the contractor. When offering live remote and in-person trainings, each session must be offered a minimum of two times. Live, in-person trainings need to be offered in at least two different locations throughout our 12-county service area. The following formats are acceptable and listed in order of preference based on the survey findings:

- 1. Recorded Trainings for Convenient Viewing;
- 2. Live Trainings that can be attended Virtually
- 3. In-Person Group Trainings
- 4. One-on-one Trainings, as appropriate

GOALS OF THE PROPOSED TRAININGS AND TECHNICAL ASSISTANCE:

- 1. Provide training and technical assistance throughout the 12-county NCRPC service area to support and revitalize economic development in North Central Kansas;
- 2. Assist businesses and non-profits that have incurred loss of revenue and/or productivity due to the limitations brought on by the pandemic;
- 3. Provide assistance to strengthen businesses and non-profits for future disaster recovery and resiliency;
- 4. Increase technical expertise of businesses and non-profits to ensure continuity of operations during future disruptions.

SCOPE OF WORK

Contractors can submit a proposal for any combination of training topics outlined in the Service Description. The NCRPC does not anticipate contracting with one firm for all proposed training topics. For example, if you primarily work with website development, you can submit a proposal for website development alone. Similarly, a proposal could cover all basic business training topics. The Contractor shall draft and submit a Scope of Work that they believe will be required to accomplish the project. At a minimum, the Scope of Work will address their firm’s ability to:

- 1. Provide the requested training either in person or remote;
- 2. Confirm ability to provide an appropriate number of trainings between July 15, 2021 and July 15, 2022;
- 3. Determine frequency of training available on specified topics;
- 4. Determine if training would most appropriately be offered as a one-on-one or group service;
- 5. Confirm the availability of trainings to be recorded and used by NCRPC indefinitely;

6. Negotiate all or any of the above requests to determine best course of action to fulfill training needs.

RFP REQUIREMENTS

Contractor must respond with the following:

1. Individual or Company Overview
2. Qualifications/Professional Competence/Training:
 - Qualifications and experience of key personnel;
 - Examples of similar projects;
3. Detailed Scope of Work
4. Cost of Services:
 - Please provide an estimated cost for service. This can be shown as a price per training or hourly rate. Please include estimated travel costs.
 - The contracted cost per service will ultimately be negotiated based on the final scope of work and services provided by the contractor.
5. A minimum of three (3) references.

INNOVATION & COMMENT

Contractor may include any other information that is believed to be relevant but is not specifically asked for in this RFP. Contractor may explain in detail any innovation, alternatives, or more cost-effective approaches available in any area of the RFP. Contractor may provide suggestions of other products or services available that may assist the Region.

PAYMENT

Contractor will invoice NCRPC directly for all agreed upon service fees. The NCRPC will issue payments on the 15th or last day of each month. Invoices should only be submitted for services that have been rendered.

KEY TARGET DATES

Listed below are the key target dates associated with the project described in this RFP. Dates are approximate and may vary:

1. May 21, 2021: Deadline for RFPs to be received by NCRPC
2. May 30, 2021: Award letter for RFP to be sent to Contractors
3. June 16, 2021: Contract finalized by both parties
4. July 16, 2021: Training plan implemented and training schedule published
5. July 15, 2022: End of training contract period; All invoices must be submitted.

NCRPC reserves the right to reopen the RFP process if demand dictates and/or if new subject areas arise in which a current consultant is not qualified to offer training. If agreed upon by both parties, NCRPC can contract for additional work beyond what was originally proposed by the consultant through an addendum.

CONTRACTOR QUALIFICATIONS

Proposals will be considered only from Contractors who have experienced personnel and necessary equipment to provide the required services. NCRPC may request information substantiating the ability to meet requirements. Failure to provide this information by a given deadline may result in a Contractor's proposal being declared non-responsive.

WRITTEN CONTRACT

The selected Contractor shall be required to enter into a written Contract with NCRPC. Signature on the proposal cover sheet shall serve as an acknowledgement that the Contractor is willing to enter into a contract with NCRPC if their proposal is accepted.

EVALUATION AND CONTRACT AWARD

The NCRPC will evaluate and select Contractors to provide the required services based on the completed proposal responses. The NCRPC will be the sole judge in determining how the evaluation process shall be conducted and what Contractor(s) shall be considered for award.

PREPARATION OF PROPOSALS

The proposal must be signed by a company representative authorized to bind the Contractor contractually. Failure to read the RFP and these instructions will be at the Contractor's own risk. Corrections and/or modifications received after the closing time specified will not be accepted.

OMISSIONS

Should NCRPC omit information from this RFP that is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the Contractor shall secure written instructions from NCRPC at least seventy-two (72) hours prior to the time and date of the proposal opening.

DEBARMENT

By submitting this proposal, the Contractor certifies that neither the company nor its principals is presently debarred, suspended, in the process of debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal state department or agency.

EQUAL OPPORTUNITY

NCRPC adheres to a policy of equal opportunity and non-discrimination and will ensure that all Contractors will be treated fairly and equitably throughout the bidding process, including the advertisement, evaluation and selection stages.

COST OF DEVELOPING PROPOSALS

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Contractor. NCRPC assumes no liability for any costs incurred by Contractors throughout the entire selection process.

PROPOSAL OWNERSHIP

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of NCRPC and will not be returned to the Contractor.

TERMS AND CONDITIONS

Late Proposals will not be accepted or considered. It is the responsibility of the Contractor to ensure that their Proposal is properly delivered to the required authority at the time and place designated in this RFP.

NCRPC will notify unsuccessful Contractors in writing or by telephone within approximately fifteen (15) days following the closing date for receiving Proposals. NCRPC's silence does not imply any acceptance or rejection of any offer.

Issuance of this RFP does not constitute a commitment by NCRPC to award a contract. NCRPC reserves the right to reject any or all Proposals received in response to this RFP, to waive minor

irregularities and informalities in Proposals received, or to cancel this RFP if it is in the best interest of NCRPC to do so.

The Contractor agrees, if his/her Proposal is accepted by NCRPC, to furnish supplies and/or services in strict accordance with the Proposal specifications. Prices set forth for each item in said Proposal will be discussed and negotiated once a final scope of work is determined for each Contractor.

EVALUATION CRITERIA

The NCRPC will analyze information provided by all Vendors. Criteria considered by the NCRPC in ranking the proposals will be as follows:

- a) Company Overview
- b) Qualifications/Professional Competence/Training
- c) Quality and Relevance of Scope of Work
- d) Total Cost for Service
- e) References

INFORMATIONAL TELECONFERENCE

We will host a Zoom call on Wednesday, May 12 at 10:00am to answer any questions about information contained in this RFP. This call is not mandatory but should help clarify any questions regarding the scope of work and consultant expectations.

Training RFP Q & A Session

Time: May 12, 2021 10:00 AM Central Time

Join Zoom Meeting

<https://us02web.zoom.us/j/81669434454?pwd=T0xpb3ZOWTcrbFF1ZUJWSkFXckU3Zz09>

Meeting ID: 816 6943 4454

Passcode: 120464

Phone: 1 312 626 6799

RFP SUBMITTAL AND QUESTIONS:

1. All submittals are due to the NCRPC by **May 21, 2021**.
2. For additional information or clarification concerning the services specified in this RFP under Scope of Work, interested parties must submit their questions or comments via email to Laura Leite at cottonwood005@gmail.com or call 785-577-8660.
3. RFP's can be submitted digitally to recovery@ncrpc.org and cottonwood005@gmail.com.