

REQUEST FOR QUALIFICATIONS

MO-KAN Regional Council

For

Workforce Development and Entrepreneur Business Support Services in the
Mo-Kan Region

Request for Qualifications

Date of Issue: January 27, 2021

Deadline for Responses:

Thursday, February 10th, 2021 by 5:00PM

1 complete response package may be submitted via email to nic@mo-kan.org

(Preferred Method)

OR

1 copy of the completed response package including all supplementary materials may be hand delivered by the deadline or received by Mo-Kan by mail by the deadline at the following address:

Mo-Kan Regional Council

224 N. 7th Street

St. Joseph, MO 64501

Attention: Nic Hutchison

HAND DELIVERY RECOMMENDED IF SUBMITTING A HARD COPY

A. BACKGROUND

Mo-Kan Regional Council (MKRC) advances equitable and shared prosperity for individuals within the Mo-Kan region, by growing sustainable jobs, supporting businesses of all sizes, creating great places to live and work, and helping everyone achieve economic self-sufficiency. MKRC programs are responsible for strengthening the communities throughout the MKRC region and strengthening the commercial clusters and business climate where companies and individuals can grow and prosper. With the goal of striving for the highest quality of life for residents within the region.

MKRC provides essential programs and services to the region which include:

- Business attraction and retention, with an emphasis on key industry clusters
- Small business assistance
- Workforce development, including job training for today's jobs and tomorrow's opportunities
- Public and private projects such as job creation, economic development, hazard mitigation, and resiliency
- Downtown revitalization and redevelopment
- Technical assistance in public policy, grant writing and administration.

Through this Request For Qualifications (RFQ), MKRC seeks to identify a qualified contractor to provide a variety of courses, training, and technical assistance in the areas of career/business development, project management, data analytics, and entrepreneurship.

B. PROJECT DESCRIPTION

MKRC is seeking to identify a qualified contractor to provide a variety of services as described in this document. Selection for the project will be based on the competitive qualifications, experience, and hourly rate quoted in the proposals responding to this RFQ. Contractors may be asked to provide further details, portfolios of work and additional information based on the needs of the project. The core areas of services requested have been divided into two parts. Interested parties may apply for one Part alone or both Parts combined. Please indicate which part(s) are being sought in the submission:

Part I

- Leadership and Professional Development Services
- Business Facilitation and Support
- Marketing, Branding, and Website Development
- Entrepreneurial Support and Development

Part II

- Employment Training and Technical Assistance

MKRC may fund the contract and/or grants under this RFQ with federal funding as provided by the U.S. Economic Development Administration (EDA) through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

C. RFQ Timeline

RFQ Issued	January 27, 2021
Question Submission Period Ends	February 5, 2021
Proposals Due	February 10, 2021
Notification of Award	February 15, 2021

Schedule may change if necessary:

Any updates to the schedule or changes to the content of the RFQ will be communicated to the contract recipient. It is the proposer's responsibly to review all changes posted and adjust responses as needed.

D. Scope of Work

MKRC seeks to identify a contractor to provide the following services:

Part I

1. Leadership and Professional Development Services

MKRC is seeking the expertise of a qualified professional to support organizational development, individual leadership enhancement and growth within the region. The selected contractor will provide organizational development and executive coaching services, including but not limited to, working with businesses and entrepreneurs to assess, clarify, and synchronize various viewpoints that align with their business plan and vision, provide executive coaching to individuals, and facilitate team building activities to promote growth and better communication.

Activities under this section may include:

- Evaluation, learning and training services in leadership development, team development, systems integration, performance evaluation, feedback enhancement, communication techniques and strategies for successful project management and team engagement.
- Providing tools, which should be intuitive and simple to use.
- Facilitation services and executive coaching to support culture change.
- Reports, presentations, or other activities for MKRC staff, boards/commissions and stakeholders as determined by MKRC.

2. Business Facilitation and Support

MKRC seeks business support professional to assist with business retention and support small businesses and entrepreneurs who may be affected by COVID-19.

Activities under this section may include:

- Work with MKRC to prioritize and activate storefronts within downtown.
- Assist tenant pipeline businesses in representing them, negotiating leases, permitting, and drafting letters of intent.
- Provide training opportunities and support to start up businesses and entrepreneurs.
- Provide technical assistance with funding and financing opportunities.
- Assist existing businesses looking to sell the business with succession planning and identifying potential buyers.

3. Marketing, Branding, Collateral and Website Development

MKRC is seeking a professional to assist businesses and entrepreneurs with marketing, branding, collateral, and website development. Other services may include search engine optimization (SEO) or other marketing strategies.

4. Community Outreach and Education Services

MKRC seeks a professional to assist with community outreach and education services to inform and gather input from residents regarding MKRC programs, services, and events. Additionally, this professional will assist with Business Retention and Expansion (BRE) across the region.

Activities under this section may include:

- Promoting MKRC programs, services, and meetings online, social media, print, and through other methods of outreach.
- Organizing community meetings to discuss programs and services.
- Participating in community meetings to educate groups and individuals about services and programs.
- One on One conversations with major employers to determine barriers or needs. BRE survey could be completed as part of this section.

Part II

5. Employment Training and Technical Assistance

- Collecting and submitting training data monthly
- Establishing a system and procedures for ensuring the documentation of training.
- Establishing a system and procedures for the collection of enrollment information, including demographic data.
- Acting as a liaison between MKRC and participating employers when necessary.
- Establishing and maintaining the management of an information database to report on the status of training.
- Creating quarterly summary reports on the overall progress of the contract.
- Documentation of training hours.
- Preparing request for contract amendments and modification when necessary.
- Enrollment in workforce development certification programs.

E. Minimum and Preferred Qualifications

In order for an application to be considered responsive to this RFQ, the contractor must possess and address in their response the minimum qualifications. The contractor must demonstrate experience in providing similar services as those noted in the area and have at least three (3) years of professional experience.

F. Content of Response Package

Submissions in reply to this RFQ must be in the form of a “response package” containing the response and all required supporting information and documents. Respondents are required to provide all information requested below and to clearly address the minimum qualifications noted in section E. In your response, please indicate “N.A.” if the statement is not applicable to you.

- Team Expertise: A brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience, and a listing of key personnel that would be available to work on this project.
- Comparable Projects: Please provide references of clients or customers who have solicited your services and/or programs.

G. Award Package

The successful respondent to the RFQ will be awarded a total of \$50,000 to provide services for the term of the contract. The contract will be effective March 1, 2021 - March 1, 2022. Four (4) quarterly progress reports will be required throughout the term of the contract to report on updated statistics and data.

Submission Requirements

Responders may submit via one of the two (2) submission options below. Option 1 is the preferred method.

Option 1: Email Submission

A complete response package may be submitted via email to nic@mo-kan.org . The entire response package should ideally be submitted as one file attachment. If items (portfolio pictures, etc) are too large to combine into a single file, additional compressed files containing supplemental materials may be submitted. Response packet files must be in word or PDF, picture files may be png or jpeg.

OR

One (1) complete response package may be submitted via mail to:

Mo-Kan Regional Council

Attn: Nic Hutchison

224 N. 7th Street

St. Joseph, Missouri 64501

Response packages that are mailed or hand delivered must be submitted by 5:00PM on the day of deadline for submissions.

EVALUATION OF SUBMITTALS:

Consultants responding to this RFQ must demonstrate the following:

- Experience in providing business support and workforce development.
- Experience in community outreach and connections across the region.
- Strong organizational skills.
- Strong written and oral communication.
- Experience in business resiliency planning and support role services.
- Connection with certification programs and experience with enrollment.
- Experience with small business technical assistance and providing business resiliency planning services.
- Experience with Business Retention and Expansion (BRE) initiatives.

Mo-Kan Regional Council will evaluate all submittals to determine which consultants have the experience and qualifications that are most suited for this project. Mo-Kan Regional Council may request personal interviews with the highest-ranked consultants or may request one or more prospective consultants to submit detailed proposals, which may include the following:

1. Detailed description of the proposal.
2. Work program detailing:
 - a. Tasks to be performed
 - b. When each will be completed (timeline)
 - c. Tentative allocation of staff hours per task.
 - d. Schedule of work products.
3. Methods the consultant proposes to use to manage the project and communicate with Mo-Kan Regional Council and the public as to project progress, reviews, and conduct public meetings.
4. Identification of key personnel to be assigned to the project and their roles, with resumes of all key personnel.
5. Hourly rates for personnel or personnel categories.
6. Data expected to be provided to Mo-Kan Regional Council.