



Request for Proposal: Greater Beloit Economic Development Corporation Strategic Planning Services

Issue Date: February 1, 2019

Proposal Due Date: February 22, 2019

Greater Beloit Economic Development Corporation

c/o Andrew Janke, Executive Director

100 State Street

Beloit, WI 53511

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www.greaterbeloitworks.com

The Greater Beloit Economic Development Corporation (GBEDC) the economic development organization (EDO) for the Greater Beloit, Wisconsin/Illinois Region is soliciting proposals from firms to provide strategic planning services. This Request for Proposal (RFP) contains background information the GBEDC and specific information that must be included in the proposals submitted.

As detailed later in this RFP, all proposals must be submitted to the Greater Beloit Economic Development Corporation no later than February 22, 2019 before 5:00 pm.

What You Should Know

- The GBEDC is a 501(c)(3) organization incorporated and doing business in the state of Wisconsin.
- The GBEDC is a private/public partnership Investor based organization.
- GBEDC was incorporated in 2005.
- GBEDC's mission is to act as the primary organization coordinating, facilitating, and implementing economic development activities in the Greater Beloit area.
- The GBEDC owns commercial property at 520 East Grand Avenue in Downtown Beloit (Beloit Arts Center) and 180 acres of Certified "Shovel Ready" undeveloped land in the Gateway Business Park.
- The GBEDC services a bi-state regional area including the City of Beloit, City of South Beloit, Town of Beloit, and Town of Turtle.
- The annual budget for 2019 is \$166,000.
- The GBEDC has no direct employees and the City of Beloit provides staff support.
- A copy of current GBEDC strategic plan is attached.
- A copy of the current Board of Directors can be provided.

- A copy of the GBEDC's 2018 Annual Report can be provided.
- A copy of the Gateway Marketing Kit can be provided.

Project Objective

To develop a three to five-year strategic plan.

GBEDC is seeking consultant services for the development of a three to five-year strategic plan based on the needs of providing economic development organization services to the greater Beloit region, an evaluation of existing services, consideration of new services and programming, and redefining the organization's mission, vision, and values. The project has been budgeted for no greater than \$10,000 all-inclusive. Payment will not be made until the plan is completed and delivered in summer of 2019.

Scope of Work

GBEDC is seeking a consultant to lead the board and staff through the process of developing a three to five-year strategic plan. The plan should update GBEDC's vision, mission, and value statements and articulate the goals, objectives, actions steps, and time table that will guide the organization for at least the next three years. It needs to be agile and responsive to the organization's needs and economic environmental changes during this projected period. The plan should articulate the organizations priorities for future budgeting, staffing, and programing.

A sampling of questions we want to address are as follows:

- What should be GBEDC's areas of focus be?
- What Industrial target industries should be focused on?
- What partnerships can/should be developed/enhanced?
- Are there new areas of programming that should be considered?
- How will funding priorities be set?
- What are new funding opportunities to pursue?
- Is there a need to eliminate unnecessary services?
- Are we addressing the right audience?

We want the process to include staff and board members. If possible, to include economic development partners and/or stakeholders that would be beneficial. This could be through a mixture of face-to-face meetings, surveys, and online interactions.

The consultant will work with the Executive Committee, made up of members of the Board, and the Executive Director, on the details of the strategic planning process, schedule of activities, and selection of background information.

Proposal Content

Each proposal must conform to the following outline. Responses should be as thorough and detailed as possible. Respondent must provide the following information to be considered responsive. All proposals at a minimum must provide the following, but should be constrained to no more than three (4) pages in length, plus attachments:

1. Respondent name, address(s) and telephone number(s)
2. Summary of the Proposal
3. Firms Experience with working with EDO's
4. Description of the Planning Activities Recommended
5. Work Plan
6. Staffing Plan
7. Budget
8. Schedule/Timeline

9. References

Questions and Inquiries on Submittal

All questions and inquiries must be submitted via email to Andrew Janke at <https://greaterbeloitworks.com/media-room/news-people-and-projects/> to receive an official answer. No individual or collective interviews will be scheduled. All answers will be posted on www.greaterbeloitworks.com/rfp/ seven business days prior to the deadline (on February 22, 2019) for submittal.

Schedule

The RFP process commences upon the issuance of this RFP. The steps involved in the process and anticipated completion dates are as follows:

<u>Activity</u>	<u>Planned Dates</u>
Issuance of Request for Proposals	February 1, 2019
Deadline to Submit Questions	February 15, 2019
Deadline to Submit Proposals	February 22, 2019
Completion of Evaluation	March 8, 2019
Notification of Selection	March 11, 2019
Planning Activities	April, 2019
Execution of Activities	May – July, 2019
Strategic Plan Completed	August

Notes

The GBEDC's Strategic Planning Committee will review all proposals. In evaluating proposals, price will not be a sole factor. The committee may consider any factors it deems necessary and proper, including but not limited to: price, quality of service, response to this request, experience, staffing, and general reputation.

GBEDC reserves the right to evaluate all proposals, to reject any or all proposals, and solicit again at a later date. GBEDC will have final decision in all matters regarding acceptance of proposals and issuance of awards. All materials submitted to GBEDC in response to this RFP will become the property of GBEDC, which reserves the right at its sole discretion, to use, without limitation, all information, concepts, and data contained therein.

This RFP does not commit GBEDC to award a contract to any Respondent, or to pay any costs incurred in preparation of materials filed in response to this RFP.

All proposals shall be exclusive of Federal, State, and City taxes. GBEDC is a tax-exempt organization and can provide evidence of such upon awarding the proposal.

GBEDC encourages minority and female-owned businesses to submit proposals.

Other Minimum Requirements

The following requirements are not required for submittal of the RFP, but only upon the selected firm to perform tasks and scope of the RFP.

Equal Employment Opportunity

The Respondent shall agree not to discriminate against any employee or applicant because of age, race, religion, color, sex, sexual orientation, ancestry, national origin, disability, genetic

information, marital status, order of protection status, military status, or unfavorable discharge from the military service.

Code of Conduct

The Respondent shall agree to avoid situations, which could be considered either a conflict of interest, or detrimental to the operation or reputation of GBEDC.

RFP Submission Instructions

Questions and Inquiries on Submittal

All questions and inquiries must be submitted via email to Andrew Janke at jankea@beloitwi.gov

Deadline for Submittal

In order to be considered, an original proposal containing one (1) original authorized signature together with five (5) copies, must be hand delivered, delivered via U.S. Postal Service, or other mail delivery service by no later than **5 P.M. (CST) on February 22, 2019** to the following address below:

**GBEDC
C/o Andrew Janke
100 State Street
Beloit, WI 53511**

Mark the outside of the submittals with the title, "GBEDC Strategic Planning RFP".

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