

## **Objective**

The purpose of the plan is to provide useful information to key regional stakeholders, including employers, workers, policymakers, workforce and economic development practitioners, and educators. The assessment will provide stakeholders the information they need to develop a shared view of the critical economic and social challenges that confront them and a forum within which they can find solutions. The plan should be heavily driven by employer needs and regional economic opportunities.

The plan will assist the Commission and key stakeholders in evaluating the region's current and anticipated employment and training needs, and assist in identifying areas for business incubation, attraction and/or retention. The assessment and resulting plan will identify industry needs, public and private resources, and barriers to economic growth within the region.

## **Services to be Procured**

Requirements for Resource and Needs Assessment and Strategic Action Plan  
The Resources and Needs Assessment will at a minimum:

- Identify the economic region impacted by the closure of Sugar Grove Naval Base, and the practical economic area around which to plan economic and workforce revitalization efforts.
- Assess relevant geographic, demographic and economic information relating to Grant, Hampshire, Hardy, Mineral and Pendleton Counties including, but not limited to: workforce, population, regional economic clusters, transportation and infrastructure, housing, childcare, and education statistics.
- Review past and present strategic growth plans for the identified region, including local Comprehensive Economic Development Strategy documents and evaluate the implementation and results of these plans/documents.

- Identify industries with the greatest growth potential and the greatest need for skilled workers in the region, including an assessment of workforce, infrastructure and educational assets to support this growth. Describe current barriers to growth in these industries.
- Identify occupations within the targeted regional industries with the greatest earning and growth potential.
- Identify potential “at risk” occupations due to changes in the deployment of new technologies and/or anticipated changes in the business environment.
- Inventory and survey employers in targeted industries for skills requirements, training needs, and capacity to hire dislocated workers. This information will help employers arrange employee training programs and give workforce center staff and training providers, labor market information.
- Identify industry recognized certifications or credentials recognized in the region.
- Assess economic development activities and resources in the region to include entrepreneurship programs and capital access.
- Map assets that can be leveraged to support strategic economic growth in the region.
- Analyze current and potential gaps in education, transportation, social and quality of life issues, training, housing, infrastructure, finance, legal and other resources to support growth in identified industries and occupations.
- Identify employers affected by the base closure that require and are willing to accept additional assistance in operating efficiencies, in order to maintain and/or increase current workforce.
- Identify cultural factors that may be inhibiting economic development or factors that can be leveraged to support economic development.

## **Strategic Action Plan**

Using data and information gathered in the regional assessment develop a plan that includes strategies for:

- Short-term workforce retention,
- Long-term job creation and retention, and
- Economic diversification based on the region's comparative/competitive advantage.

The Contractor will be expected to determine the best methodology for addressing the issues identified. Proposers should consider such techniques as:

- Drawing from existing data, information, and previous studies,
- Conducting survey research,
- Conducting focus groups,
- Conducting interviews, and
- Making site visits.

A written Resource and Needs Assessment Report and an accompanying Strategic Action Plan to include strategic goals and objectives for the identified area will be produced and presented to the Commission and key stakeholders. A communication and community engagement strategy around the Strategic Action Plan will also be created.

## Project Deliverables

- Master Work Schedule – Seven (7) days after a contract is awarded, the contractor will submit a master work schedule for approval.
- Monthly Progress Reports – A monthly progress report for the previous month will be submitted. The report will provide the current status of the project, significant accomplishment, and any problems and recommended solutions.
- Interview notes and raw data.
- Communications and community engagement strategy, including Media Releases.
- Strategic plan with specific goals and objectives
- Draft Report – provided in an electronic format (PDF and Microsoft Word) and hard copies as needed.
- Final Report – 30 copies of the final proposed Community Audit Needs Assessment inclusive of the Strategic Action Plan will be submitted in a reproducible electronic format and Power Point Presentation of approximately 30 minutes. The final report will include a detailed executive summary.
- **A notation must be made on the cover page of the final report that states:**  
“This report was prepared under contract with the Pendleton County Commission, with financial support from the Office of Economic Adjustment, U.S. Department of Defense. The content reflects the views of the Pendleton County Commission and does not necessarily reflect the views of the Office of Economic Adjustment or the U.S. Department of Defense”.
- A physical presentation of results and recommendations to Commission and regional stakeholders on or before November 1, 2018.

## **Length of Contract**

Project end will be determined by the scope of work and resources identified. The contract is anticipated to last 7 months, with an option to an additional 3 months at the Commission's discretion.

## **2. Events Summary**

### *Schedule of Events Date Summary:*

|                               |                        |
|-------------------------------|------------------------|
| RFP Packets Available         | October 19, 2017       |
| Proposal Deadline             | November 30, 2017      |
| Evaluation Process            | December 4 -8, 2017    |
| Letters of Award/Non-Award    | December 18 – 20, 2017 |
| Tentative Contract Start Date | January 2, 2018        |

## **3. Submittal**

- 3.1 Interested candidates should read all information carefully and submit proposals no later than November 30, 2017 4:00 PM EST.
- 3.2 Candidates must provide a signed offer containing all information requested in this Request for Proposal. Please submit one (1) original copy, signed in blue ink to Angie Curl, Region 8 Planning and Development Council, 131 Providence Lane, Petersburg, WV 26847. Proposals may be submitted by mail, overnight delivery, or in-person. Proposals received later than November 30, 2017 4:00 P.M. EST, shall be determined non-responsive and will not be considered for award.
- 3.3 Candidates are encouraged to offer alternative proposals that are consistent with the goals of the overall objectives of this RFP and provide increased value to the stakeholders.

#### **4. Award**

It is the intent of the Commission to make a single award. Once selected, the successful candidate will be notified of the intent to award. All entities submitting proposals will be notified regarding the status of award by letter.

#### **5. Determination**

Award will be based on qualifications, experience, prior experience with public agencies, areas of specialization, responsiveness to all items in the RFP, and best value to the Commission and is at the sole discretion of the Commission and its appointed evaluators. Evaluations will be based on a Scoring Method meeting the following:

- a) Specialized experience and technical competence as related to this project, with emphasis on rural economic development experience (30 point maximum).
- b) Quality of proposed work plan (35 points maximum).
- c) Capacity and capability of the firm to perform work within the required timeframe (15 points maximum).
- d) Experience in completing multi-county plans. (10 points maximum).
- e) Capacity to perform in rural communities (10 points maximum).

#### **6. Information Requested**

6.1 Complete Section 7 and all attachments

## **7. Specifications/Questions to be answered**

Please provide the following information as it is used to score experience and credentials. If a question does not apply, put N/A. A separate sheet of paper may be used if necessary.

- 7.1 Enter the name and contact information of the individual or organization submitting the quote.
- 7.2 Indicate the type of organization that will be legally responsible for conducting the project (i.e. corporation, sole proprietorship, partnership, etc).
- 7.3 If the organization is a state agency or institution of higher education, please provide the agency number.
- 7.4 Phone number, fax number, website, and email address.
- 7.5 Contact person.
- 7.6 Background of organization (i.e. history, years in operation, etc). List and attach copies of resumes and certifications currently held and memberships in professional organizations for personnel dedicated to the project.
- 7.7 Proof of financial stability (i.e. copy of organization's last audit). In the absence of a Financial Statement, a Business Plan will suffice if no financial history exists for the organization.
- 7.8 Principal partners (if applicable).
- 7.9 Area(s) of specialization.
- 7.10 Prior experience in related field
- 7.11 List of references including contact information. (See Attachment C).

- 7.12 Prior experience with state or federally funded organizations or public entities.
- 7.13 List educational attainment including degrees earned, of the individuals) who will be responsible for service or product delivery.
- 7.14 Include a detailed budget including a list of costs for services to be performed and fully explain the nature of these charges, i.e., how costs are broken down (per day, hour, service, associated fees, etc.).
- 7.15 A time-phased work plan. The narrative should contain sufficient detail to clearly demonstrate an understanding of the RFP requirements. The proposer is further expected to indicate those points at which it will impose appropriate management controls to ensure quality output. Flowcharts or diagrams should be provided as necessary to clarify and enhance the narrative material.

**8. General Conditions:**

The following general conditions should be considered by proposers in preparing responses:

- The main purpose of the RFP is to ensure uniform information in the solicitation of a Resource and Needs Assessment and Strategic Plan. The Plan will be driven by economic diversification efforts. This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind.
- The Commission reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. It will provide notifications of such changes to all proposers recorded in the official record (Specification Distribution Log) as having received or requested an RFP.
- The Commission reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers, or to cancel in part or in its entirety this RFP if it is in the best interest of the Commission to do so.



- The Commission shall not be liable to the selected proposer(s) for any costs incurred or performances rendered by proposer before the commencement of a resultant contract or after termination of the contract.
- The Commission reserves the right to request additional information, clarification of, or explanation for any aspect of a response to this RFP.
- All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the Commission shall be the sole responsibility of and borne by the proposer.
- Proposals must conform to all relevant federal, state and local regulations and policies.
- The Commission specifically reserves the right to vary the provisions set forth herein at any time prior to execution of a contract where such variance is deemed to be in the best interest of the Commission, and to act otherwise as is deemed necessary at their sole discretion.
- The Commission is not under any legal requirement to execute a resulting contract, if any, on the basis of this procurement and intends that the material provided herein serve only as a means of identifying the various contract alternatives and the general cost of services desired.
- All proposals and their accompanying attachments become the property of the Commission upon submission. Materials submitted will not be returned.
- This is a negotiated procurement utilizing the Request for Proposal method. As such, an award will be determined by the RFP evaluation process, having the most responsive proposal satisfying the Commission's requirements.

- The Commission reserves the right to make unilateral amendments if it is in the best interest of the Commission. In such cases, no additional solicitations of proposals are necessary. Such activity will be supported by contract performance.
- The Commission reserves the right to de-obligate, reduce, or cancel contract funding if the Commission does not receive adequate funding.
- The successful contractor shall indemnify and hold harmless the Pendleton County Commission, its Commission, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees, or agents, during the term of this contract. Contractor shall assume on behalf of the Pendleton County Commission and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims whether or not the Pendleton County Commission is joined therein, even if such claims are groundless, false, or fraudulent.
- The successful contractor shall agree in the event of any dispute, claim, question, or disagreement arising from or relating to this contract or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such a solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by legal process in the 22<sup>nd</sup> judicial circuit in accordance with the laws the State of West Virginia.

## **9. Grievance and Protect Procedures**

The following administrative remedies shall be followed when submitting complaints or protests:

- The Pendleton County Commission shall have the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protester. The protester should contact the Pendleton County Commission, 100 South Main Street, Franklin, WV 26807, telephone 304-358-7573.
- When the Commission has agreed upon a selection, all proposers will be notified, in writing, of the results. Any protest regarding this process must be filed in writing with the President via certified mail within ten (10) days of notification of the selection of contract award.
- The communication should contain a thorough explanation of the protest and designate the official representative of the organization for purposes of resolving the dispute. Upon receipt of the written protest, the President will contact the organization's representative to arrange a meeting to be held in Franklin, WV to resolve the protest. The organization's representative may attend the meeting via teleconference if so desired. Following the meeting, the President will provide a written disposition of the protest via certified mail to the organization's representative.
- Protest of the President's disposition of the initial protest must be filed in writing via certified mail within ten (10) days of receipt of the President's resolution to the initial protest. This communication should contain a thorough explanation of the protest of the President's decision. Upon receipt of the protest, the President will contact the organization's representative to schedule a meeting with the Commission. The Commission will review the protest and formulate a recommendation, which will be included in the agenda for the next regularly scheduled Commission meeting, at which time the protester will have the opportunity to address the Commission prior to the Commission taking action at the meeting.

The Pendleton County Commission's disposition of the protest will be provided to the organization representative in writing via certified mail, and will be final. Contractors must use the grievance system provided by the Pendleton County Commission for resolving complaints that arise under any Pendleton County Commission contracted program.

**Submission Form End Sheets**

Attachments A-E must be completed legibly in ink or typewritten

**ATTACHMENT A  
CERTIFICATIONS**

**Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug Free Workplace; Conflict of Interest; Non-Collusion and Non-Inducement**

**SECTION 1 – Lobbying**

This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies that:

- 1.1 No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant award, grant, loan or cooperative agreement.
- 1.2 If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- 1.3 The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grant awards, sub grants, and grant awards under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

## **SECTION 2 – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR part 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that neither it nor its principals:

- 2.1 Are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any federal department or Agency.
- 2.2 Have not within a three-year period preceding this grant award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or grant award under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 2.3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
- 2.4 Have not within a three-year period preceding this grant award had one or more public transactions terminated for cause or default.

## **SECTION 3 – Drug-Free Workplace**

This certification is required by the Federal Regulations, implementing Section 51515160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR part 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it shall provide a drug-free workplace by:

- 3.1 Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- 3.2 Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Commission's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- 3.3 Providing each employee with a copy of the policy statement;
- 3.4 Notifying the employees in the policy statement that as a condition of employment under this grant award, employees shall abide by the terms of the policy statement and notifying the employer in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- 3.5 Notifying the Agency within ten days of receipt of a notice of a conviction of an employee; and
- 3.6 Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requiring such employee to participate in a drug abuse assistance or rehabilitation program.

#### **SECTION 4 – Conflict of Interest**

- 4.1 Proposer affirms that no manager, employee or paid consultant of the Proposer is a member of the Commission, the President, or a manager of the Commission;
- 4.2 Proposer affirms that no manager or paid consultant of the Proposer is a spouse to a member of the Commission, the President, or a manager of the Commission;
- 4.3 Proposer affirms that no member of the Commission, the President or an employee of the Commission owns or controls more than a 10 percent in the Proposer;
- 4.4 Proposer affirms that no spouse of a member of the Commission, President or employee of the Commission is a manger, manager or paid consultant of the Proposer;

- 4.5 Proposer affirms that no member of the Commission, President, or employee of the Commission receives compensation from Proposer for lobbying activities;
- 4.6 Proposer has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
- 4.7 Should proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Commission and shall immediately refund to the Commission any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Commission relating to that contract.

#### **SECTION 5 –Non Discrimination/Equal Opportunity**

Proposer assures, with respect to management and operation of the contracted programs or activities, and all agreements or arrangements to carry out the contracted programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; the Americans with Disabilities Act of 1990, as amended; Section 188 of the WIA; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37.20. The United States and the State of West Virginia retain the right to seek enforcement of this assurance to the maximum extent possible, as applicable.

#### **SECTION 6 – Non-Collusion**

The undersigned respondent hereby certifies that he/she has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this proposal, with any other respondent or with any other competitor.



**SECTION 7 – Non-Inducement**

The undersigned respondent hereby certifies that neither he/she nor any employee, representative, or agent of the firm responding has offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any commission member, official, or employee of the Pendleton County Commission with intent to secure favorable treatment in the awarding, amending, or making of any determination with respect to the performance of this contract.

**SECTION 8 – Certification**

These certifications are a material representation of fact upon which reliance is placed when entering into this transaction. Signature by an authorized representative of the respondent and return of this document to the Agency are prerequisites for finalizing the award.

Where the undersigned respondent is unable to certify to any of the statements above, an explanation shall be attached.

The undersigned certifies that the indicated statements are true and correct and understands that making a false statement is a material breach of the grant award and is grounds for grant award cancellation.

The person signing this grant award on behalf of the respondent hereby warrants that he/she has been fully authorized to execute this grant award on behalf of the respondent and to legally bind the respondent to all the terms, performances and provisions herein set forth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title of Authorized Representative

**ATTACHMENT B**

**PROPOSER AGREEMENT**

The proposer must sign this offering. By signing below, the proposer's firm agrees to provide the items and services described above and agrees to abide by all the terms and conditions as specified in this document and in any contract resulting from an award based on this Request for Proposal. Any exceptions taken to the terms and conditions as set forth in this document must be identified in detail and accompany this offering. Any exceptions not identified in detail at the time this proposal is presented will not be considered.

\_\_\_\_\_  
Signature of the person authorized to make this agreement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of the person signing above

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

**ATTACHMENT C**

**REFERENCES**

List of former clients for whom services similar to those in this solicitation have been performed in the last five (5) years. Failure to provide the following information at the time and date this RFP closes could affect proposer's evaluation score under the qualifications evaluation criteria.

**REFERENCE 1**

\_\_\_\_\_  
Name of the firm to which the service was provided

\_\_\_\_\_  
Street address of the firm to which the service was provided

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Point of Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

**REFERENCE 2**

\_\_\_\_\_  
Name of the firm to which the service was provided

\_\_\_\_\_  
Street address of the firm to which the service was provided

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Point of Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

**REFERENCE 3**

\_\_\_\_\_  
Name of the firm to which the service was provided

\_\_\_\_\_  
Street address of the firm to which the service was provided

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Point of Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

**ATTACHMENT D  
NOTICE OF INTENT TO SUBMIT A PROPOSAL**

NAME OF ORGANIZATION:

\_\_\_\_\_

CONTACT PERSON:

TITLE:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

The Pendleton County Commission is hereby put on notice that the above stated organization intends to submit a proposal for consideration for the Resource and Needs Assessment and Strategic Action Plan for the Pendleton County Commission.

**I am aware that the response to this RFP is due to the Commission by 4:00 P.M. EDT on November 30, 2017.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Note: Submission of this form is a required step for consideration of a proposal. Submit this Notice by email or fax to the following by 4:00 P.M. on November 24, 2017.**

**Angie Curl  
Region 8 Planning and Development Council  
[acurl@regioneight.org](mailto:acurl@regioneight.org)  
304-257-4958**

**ATTACHMENT E**

**QUESTIONS REGARDING REQUEST FOR PROPOSAL**

|             |
|-------------|
| Question 1: |
|             |
| Question 2: |
|             |
| Question 3: |
|             |
| Question 4: |
|             |
| Question 5: |
|             |
| Question 6: |
|             |