



Office of Economic Transformation:

Support, Data Gathering and Creating a Strategy and Implementation Plan

REQUEST FOR PROPOSALS

Issued by:

**Gillette College Foundation
Office of Economic Transformation
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Issue date: February 9, 2023

Closing date: 4:00 p.m. (MST) March 10, 2023

Additional copies of this solicitation are available from
the Gillette College Foundation website at
<https://gillettecollegefoundation.org>

This program is subject to the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. Ann. §§ 27-9-101 - 106), the Americans with Disabilities Act, 42 U.S.C. § 12101 - 12213, and the Age Discrimination Act of 1975, 42 U.S.C. § 6101 - 6107, and any rules or regulations promulgated under these state and federal anti-discrimination statutes. Funding recipients shall not discriminate against any individual on the grounds of age, sex, sexual orientation, creed, color, race, religion, national origin, ancestry, pregnancy, or disability in connection with funding under this Request for Proposals.

REQUEST FOR PROPOSALS
Office of Economic Transformation

1. INTRODUCTION

The mission of the Office of Economic Transformation (OET) is to support the future of Northeastern Wyoming while supporting economic recovery, diversity, and resilience. The OET is issuing a request for proposals (RFP) from service providers, consultants, and other interested entities who can provide services related to supporting, data gathering and creating a Campbell County Transformation and Implementation Plan for the sustainability of the office.

2. SPECIFICATIONS AND SCOPE OF WORK

A. Purpose

In September 2022, the Gillette College Foundation was awarded a grant by the United States Economic Development Administration creating an Office of Transformation. This award will, among other things, help enhance the economic development planning capacity of Northeast Wyoming by establishing an office to have one point of contact to gather all the existing information, assist with prioritization, planning and most important implementation. The purpose of this solicitation is to secure services from qualified individuals and/or organizations that can assist with facilitation and data gathering, review existing diversification efforts and complete a Comprehensive Diversification Strategy and Implementation Plan. This will require collaboration to understand the past and existing efforts as well as current and future opportunities for the region. This strategy will be authored by an independent consulting firm, with assistance from the Office of Economic Transformation.

B. Scope of Work Items

Final award may not necessarily represent the complete Scope of Work (SOW). The Office of Economic Transformation may evaluate each component of the Scope of Work in each applicant's submission independently.

1. Familiarization of Existing Diversification Efforts:

Review and understand past and existing diversification efforts for Northeast Wyoming. These plans include but are not limited to:

- Campbell County Comprehensive plan (2013)
- Campbell County Higher Education Market Study (2017)
- Carbon Valley, Wyoming ScaleUp Entrepreneurial Ecosystem (2020)
- City of Gillette Citizen's Survey (Annual)
- Economically Needed Diversity Options for Wyoming (ENDOW) (2018)
- Energy Capital Economic Development (ECED) Strategic Plan
- Higher Education market Analysis Healthcare Occupations (2020)
- Northeast Wyoming Economic Development Coalition (Economic Development District)
- Comprehensive Economic Development Strategy (CEDS)
- State of Wyoming Economic Development Strategy (2019)
- Vison 2020 and 2040
- Wright Community Review (2018)

There may be additional strategic plans that may be helpful from local entities, for example Northeast Wyoming Regional Airport Master Plan and Cam-Plex Master Plan. Many of these

supporting documents are available through the Office of Economic Transformation. It will be required to review and include input from the Office of Economic Transformation work and community outreach efforts.

2. Comprehensive Diversification and Implementation Plan:

After review of all existing information and collaboration with the Office of Economic Transformation the deliverables will include, as appropriate: long-term sustainability, R&D, overview of new technologies and scale-up, help identify trends and timelines for implementation (near-term and long-term), for any possible economic diversification options. The strategies and roadmaps will be used by the Office of Economic Transformation for direction to help guide state and local governments, educational institutions, as well as community and economic development organizations to be able to prioritize and prepare the necessary steps for the economic transformation. Plans to have a specific entity with dedicated individuals working toward the long-term economic recovery efforts based on knowledge of the area is instrumental in moving forward. The deliverables developed by this project will clearly outline the path forward for the Office of Economic Transformation.

3. FUNDING AND PROJECT PERIOD

A. Funding

The project budget for all elements of the Scope of Work (Section B above) is supported through an Economic Adjustment Assistance grant from the Economic Development Administration (federal award ID number: 05-79-06207; URI: 119785). As these are federal funds, all applicants will need to abide by Code of Federal Regulations 2 CFR 200 and other applicable regulations.

B. Project Period

The project period is nine months, or three quarters, commencing upon engagement. There will be monthly reviews of work performance or as needed.

4. APPLICANT ELIGIBILITY

Participation in this program is open to companies, organizations, and individuals that can undertake such an engagement.

5. RFP Q&A (QUESTIONS AND ANSWERS)

If you have questions regarding this solicitation or if you need more information, please email Rusty Bell, OET Director, at rusty.bell@transformgillette.net with "OET RFP Query" in the subject line.

6. SCREENING AND EVALUATION PROCESS

A. Screening

The Office of Economic Transformation will screen all submissions prior to official review to ensure completeness and compliance with the requirements of this solicitation. Those submissions that do not comply, or are otherwise deemed to be non-responsive, will be returned to the applicant with an explanation of the submission's deficiencies. All accepted submissions will be reviewed by the authority. Applicants may be contacted directly if the OET requires clarification or more information.

B. Evaluation Criteria

Submissions will be evaluated according to the equally weighted criteria described below:

- Applicant’s qualifications, experience, demonstrated capabilities, understanding of requirements, and references.
- The suitability of the proposal to fulfill the requirements.
- Responsiveness – The degree to which the applicant has responded to the purpose and scope of the specifications, the flexibility to meet the authority’s needs, conformance in all material respects to this request for proposals, etc.
- Responsibility – The applicant has the capability to perform fully the contract requirements, and the moral and business integrity and reliability which will assure good faith performance as required.
- Compliance - Compliance with all state and federal entities that govern business operations; including, but not limited to, maintaining sufficient general liability insurance, possessing good standing with the applicant’s respective Secretary of State, and having no indictments or convictions resulting in suspension and debarment for federal funding.
- Cost – Reasonable and appropriate.

The Office of Economic Transformation will rank the submissions according to the guidelines and reserves the right, without limitation or qualification, to consider any other criteria or factors that the authority deems relevant to provide the best services. Final award may not necessarily represent the complete SOW. The Office of Economic Transformation may evaluate each component of the Scope of Work in each applicant’s submission independently and offer a partial award.

NOTE: Decisions of the Office of Economic Transformation are final and are not subject to appeal.

C. Applicant Notification

All applicants will be notified by email regarding the outcome of the evaluation process and final project selections by the dates indicated in Section 7 “Dates.”

7. DATES

All dates and times are Mountain Time and are subject to change at the sole discretion of the Office of Economic Transformation. Proposals received after the time and date specified will not be considered.

Issue Date: February 9, 2023

Closing Date: 4:00 p.m. March 10, 2023

Final Project Selection: April 17, 2023

8. RIGHTS AND DISCLAIMERS

The Office of Economic Transformation reserves the right, without limitation or qualification and at its sole discretion, to terminate this solicitation process at any time. The Office of Economic Transformation reserves the right, without limitation or qualification, to reject any submission at any part of this solicitation process. All decisions made by the Office of Economic Transformation are not subject to appeal.

9. SUBMITTAL INFORMATION

All costs incurred in the preparation and presentations of the submission, are the applicant’s sole responsibility. All documentation submitted with the submission will become the property of the Office of Economic Transformation. It is the responsibility of the applicant to verify the receipt of a submittal or any related electronic communication.

Submission method: Submit submissions via email to rusty.bell@transformgillette.net. The subject

line of the email should read "OET RFP - [Company Name]". A confirmation email acknowledging receipt of the proposal will be sent within the next business day of submission. The submission time and date will be based on the timestamp of the proposal submission email.

Please use the following format for naming files:

OET 2023_[Company Name]_[Submitter Last Name]_[File Description]

Example 1: "OET 2023_ABC Consulting_Smith_Proposal.pdf"

Example 2: "OET 2023_ABC Consulting_Smith_Confidential Attachment.pdf"

Confidentiality: The applicant shall clearly identify all information that is considered confidential (Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205). Identify each confidential page with "CONFIDENTIAL" in capital, bold letters centered at the bottom of each page, and preface each line that is confidential with an asterisk (*). Information not clearly marked may be considered public. Proposal information is restricted and not publicly available until after award.

Submissions Preparation:

All submissions must contain each of the following, and items 2-9 must not exceed 10 pages, standard Letter format (8.5" x 11") of no less than 11 pt. font text and single line spacing with 1 inch margins. Proposals that do not meet these requirements may be rejected.

1. **Signature Page**, signed by the proper official.
2. **Project Plan and Discussion:** Detailed project plan that specifically addresses the items in "Scope of Work."
3. **Scope of Work and Deliverables.**
4. **Budget estimate** to complete the Scope of Work. Cost breakdown of all materials and services for the project period; including staff name, respective hourly rate, and estimated working hours. Note: The Office of Economic Transformation reserves the right to negotiate the budget in good faith with the applicant.
5. **Project timeline or schedule.**
6. **Milestones.** Full description of how the project will be managed and structured to judge the successful achievement of critical milestones. The proposed milestones must be measurable and must reflect progress towards the achievement of the objectives of the project in fulfillment of the overarching aim of this RFP.
7. **Proprietary and Confidential Information** (if applicable - separate attachment). Identification through an asterisk at the beginning of each line, and disclosure of all information that the applicant deems proprietary and confidential, including notation at the bottom of each page of the attachment. This attachment counts towards the 20-page limit. The entire proposal is considered a public record, however, financial and commercial information provided by the business is exempt from disclosure to the extent permitted by Wyoming Statute 16-4-203(d)(v).
8. **Project Management Organizational Chart.** A project management organizational chart should be included that clearly shows the relationships between all project entities, the names of the contributors to the project, a brief description of the roles and responsibilities of each project team member/entity, and how the project will report to the Office of Economic Transformation to assure fulfillment of project deliverables.
9. **Commitment that demonstrates flexibility** and willingness to accommodate the varying demands and timelines that arise from complex projects.

10. **Appendix**, to include:

- a. Company profile to include specific experience (background, qualifications, etc.). Total maximum 1 page.
- b. Any associated organizations that would be involved in providing services. Total maximum 1 page.
- c. Resumes of key personnel. Total maximum 3 pages.
- d. One or more examples of closely related work that demonstrate the applicant's ability to perform the requested work. Total maximum 2 pages.
- e. Declaration of any real or perceived conflicts of interest (for each conflict describe the nature of the conflict including all relevant parties and the relationship between parties.) Total maximum 1 page.

SIGNATURE PAGE

The undersigned agrees to provide a proposal to provide services for establishing and operating a Regional Economic Coordination Office according to the Scope of Work.

By submission, the applicant certifies:

- Prices in this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be by the applicant to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The person signing this submission certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this solicitation.
- The applicant will comply with all Federal regulations, policies, guidelines and requirements, as applicable.
- Prices in this proposal have not been knowingly disclosed by the applicant and will not be prior to award to any other applicant.
- Direct purchases of material by the State of Wyoming are exempt from Wyoming Sales or Use Tax. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Terms: Net 45; (Wyoming Statute § 16-6-602)
- The undersigned certifies and agrees that this request for proposals is submitted in accordance with all applicable Wyoming laws.
- The undersigned certifies and agrees that this request for proposals is submitted in accordance with Code of Federal Regulations 2 CFR 200 and all other applicable Federal regulations.
- By signing below, the applicant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with 2 CFR Part 180.

Fill in completely:

(COMPANY NAME OF APPLICANT)

(PO BOX / STREET ADDRESS)

(TELEPHONE NUMBER)

(CITY, STATE, AND ZIP CODE)

(OFFICIAL REPRESENTATIVE NAME)

(AUTHORIZED SIGNATURE) required

(E-MAIL ADDRESS)

(DATE)

Verification

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as applicant, that I have personally examined and am familiar with the information submitted in this disclosure and any attachments, and that the information is true, accurate, and complete.