REQUEST FOR PROPOSALS

MIDAS Council of Governments seeks to retain an individual or firm qualified to fulfill the requirements of an Economic Recovery Coordinator as described below under Scope of Work. Questions or additional information needed to respond to the RFP should be directed to the following individual:

Kathy Pfiffner, Executive Director
MIDAS Council of Governments
602 1st Ave South
Fort Dodge, IA 50501
515-576-7183 x 211
kpfiffner@midascog.net

MIDAS Council of Governments reserves the right to reject any and all proposals received and to waive any irregularity in any proposal, to invite additional proposals, or to change the scope of the proposal. Costs of preparing the proposals are the responsibility of the proposers.

All information presented in your proposal will be considered confidential and for use only in connection with an evaluation of responses.

Organization Information

MIDAS Council of Governments is a regional planning and economic development agency created under Chapter 28E, Code of Iowa, and designated as such under Chapter 28H, Code of Iowa. The Region 5 Transit Authority and the Dodger Area Rapid Transit System are operated by MIDAS Council of Governments. The MIDAS Council of Governments region includes Calhoun, Hamilton, Humboldt, Pocahontas, Webster and Wright Counties, and the local governments therein.

Background and Nature of the Contract

MIDAS Council of Governments has received a grant from the Economic Development Administration (EDA) to complete authorized activities to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic or respond to economic injury as a result of coronavirus. The Economic Recovery Coordinator contract is one of the four authorized activities for which MIDAS Council of Governments was approved. The position will be filled through contract. The successful respondent will not be an employee of MIDAS Council of Governments; nor will they receive any compensation beyond that agreed upon within the contract. The Successful

MIDAS Council of Governments is an equal opportunity employer and provider.
respondent will not be eligible to participate in any benefit programs offered by MIDAS Council of Governments. Continuation of the contract beyond the project timeline is not expected.

**Scope of Work**

The Economic Recovery Coordinator position will serve the communities and local governments across the geographic region within the territory, and serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in the disaster-impacted areas. This person will also assist local economic development organizations (EDOs) in responding to the ongoing economic injury of the coronavirus pandemic. Specific tasks/deliverables of the program include the following:

- Attend and participate in COVID taskforce meetings within region
- Attend and participate in statewide COVID recovery meetings to stay abreast of best practices, share findings with local EDOs and communities
- Attend local community/county/EDO meetings to stay in the loop on recovery efforts and help identify resources to address COVID impacts
- Meet with Small Business Development Center (SBDC) representative regularly to learn about the needs of local businesses, share resources
- Develop marketing materials summarizing funding resources for businesses throughout the region
- With direction from EDOs and SBDC, work with local businesses to develop applications for COVID relief and other assistance

The Economic Recover Coordinator will also assist with completion of other authorized activities under the EDA grant as applicable and as time allows.

**Qualifications**

The successful respondent will have significant experience in community and/or economic development, particularly in rural communities. The successful respondent will also have a thorough knowledge of business operations and management to be able to successfully understand the needs of the businesses affected by COVID. Finally, the successful respondent must have experience developing working relationships with a variety of individuals and organizations to coordinate activities to achieve common goals and outcomes.

**Contract Timeline**

The project will begin immediately upon selection and must be completed by June 30, 2022.

**Budget**

Proposers to this RFP shall provide a proposed lump sum fee structure for providing services necessary to complete the proposed scope of work. Proposers should also include a schedule for any travel and administration reimbursement costs.
Criteria for Selection

Responsive proposals will be evaluated according to the criteria outlined below:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Experience in community and/or economic development, particularly in rural</td>
<td>30</td>
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<tr>
<td>communities.</td>
<td></td>
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<tr>
<td>Knowledge of business operations and management to be able to successfully</td>
<td>30</td>
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<tr>
<td>understand the needs of the businesses affected by COVID.</td>
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<tr>
<td>Experience developing working relationships with a variety of individuals and</td>
<td>30</td>
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<td>organizations to coordinate activities to achieve common goals and outcomes.</td>
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<tr>
<td>Cost of Contract</td>
<td>10</td>
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<tr>
<td>TOTAL</td>
<td>100</td>
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</tbody>
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Submission Guidelines and Requirements

Proposers to this RFP should send a cover letter, resume, and budget proposal to kpfiffner@midascog.net by September 8, 2020. A final decision as to the selected respondent is expected to be made by September 23, 2020.