REQUEST FOR PROPOSALS

MIDAS Council of Governments seeks to retain firm(s) qualified to provide countywide technical assistance and capacity building for local businesses impacted by coronavirus 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. This contract is one of the four authorized activities for which MIDAS Council of Governments was approved. Continuation of the contract beyond the project timeline is not expected.

Scope of Work

The successful respondent(s) will complete work within a specified county covered by MIDAS Council of Governments: Calhoun, Hamilton, Humboldt, Pocahontas, Webster, or Wright

MIDAS Council of Governments is an equal opportunity employer and provider.
County. The successful respondent(s) will be responsible for outreach activities to local businesses within that county to determine business needs and provide resources as needed. Specific tasks/deliverables of the program include the following:

- Visit local business to discuss community growth, overall business health, and covid-19 implications.
- Sponsor “shop local” programs to increase local consumerism.
- Provide informational and education programs and other opportunities to businesses and employees regarding covid-19 related topics.
- Promote local businesses via social media and written publications.
- Communicate covid-19 available assistance programs to businesses.

The successful respondent(s) will be required to submit reports on the progress made on each of the above tasks at least biannually so that MIDAS may give the EDA progress reports.

**Qualifications**

The successful respondent(s) will have significant experience in assisting local businesses within the specified county, a thorough knowledge of economic development principles, and a demonstrated ability to provide technical assistance and capacity building for local businesses.

**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 must also indicate which county they proposed to serve.

**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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<tr>
<td>Experience assisting local businesses in the specified county.</td>
<td>30</td>
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<tr>
<td>Knowledge of economic development principles.</td>
<td>30</td>
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<tr>
<td>Experience providing technical assistance and capacity building for local businesses.</td>
<td>30</td>
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<tr>
<td>Cost of Contract</td>
<td>10</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
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</table>
Submission Guidelines and Requirements

Proposers to this RFP should send a letter of interest detailing qualifications and budget proposal to kpfiffner@midascog.net by September 21, 2020. A final decision as to the selected respondent(s) is expected to be made by September 23, 2020.