



Mohawk Valley Economic Development District, Inc.

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Serving Counties of: Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie

Request for Proposal

Resiliency Classes for Small Businesses

March 2021

ISSUED BY

Mohawk Valley Economic Development District, INC. (MVEDD)

REPRESENTATIVE

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Introduction & Background

In New York State, The Mohawk Valley Economic Development District, Inc. (MVEDD) is one of nine economic development districts (EDDs) of the United States Department of Commerce Economic Development Administration (EDA). Since 1966, MVEDD has forged collaboration and cultivated funding for the shared interests of Fulton, Herkimer, Montgomery, Oneida, Otsego and Schoharie counties.

The MVEDD office was awarded a CARES Act COVID-19 Recovery and Resiliency Planning Grant. The driving goal of this grant is to prevent, prepare for, and respond to the effects of COVID-19 or the economic impacts of COVID-19 in the Mohawk Valley. A portion of these funds will be used to offer business resiliency classes to small businesses located in Montgomery County.

MVEDD is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified source to provide these classes. Our goals are to:

1. Offer a variety of classes for small businesses aimed at helping them recover from the economic downturn associated with the COVID-19 pandemic.
2. Offer a variety of classes for small businesses aimed at helping them become more resilient to future economic disruptions.
3. These classes should include the following topics at a minimum:
 - a. Marketing
 - b. Digital Literacy (including how to utilize social media)
 - c. How to create strong customer relationships
 - d. Finances and Accounting
 - e. Networking
4. The classes should be available remotely and recorded.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to MVEDD. While price is a significant factor, other criteria will also form the

basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should notify the representative identified on the cover page no later than March 18th, 2021.
3. Bidders must list at least 2 projects that are substantially similar to this project as part of their response, including references for each.
4. A proposal must be provided that is not more than 10 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than 5 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received prior to April 5th, 2021 to be considered.
8. Proposals must remain valid for a period of 30 days.

Project Scope

The scope of the project entails a variety of tasks related to providing these classes to small businesses within Montgomery County.

The successful bidder will be responsible for:

1. The creation of a variety of classes to be determined by both the bidder and MVEDD representatives.
2. The marketing of these classes to the relevant organizations, businesses, and communities within Montgomery County.
3. Successful implementation of the agreed upon classes to all small businesses interested in attending, in a format agreed upon by MVEDD and other stakeholders (etc. live webinars, recorded, in person) depending on the circumstances at the time of the classes.

Additional requirements include:

1. The consultant will be required to meet with MVEDD once every 30 days to update on project progress via web conferencing.

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	03/01/2021
Proposal's due to MVEDD	04/05/2021

Unsuccessful bidders notified/discussion with top bidders4	04/12/21 - 04/16/21
Contract finalized with selected bidder	4/16/2021

The need-date for project completion is to be determined.

Budget

The budget for this proposed project is negotiable and will depend on the final determination of services provided. We encourage bidders to contact the MVEDD office to discuss the budget.

Evaluation Factors

MVEDD will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost
5. Technical expertise/experience of bidder and bidder's staff

MVEDD reserves the right to award to the bidder that presents the best value to MVEDD as determined solely by MVEDD in its absolute discretion.