

Mid-Willamette Valley Regional Innovation Hub

The following scope of work is to be performed by the chosen consultant under the Innovation Hub Planning Grant awarded to SEDCOR by Business Oregon. The list is indicative of the work duties to be performed, but not wholly inclusive in that additional related tasks may be negotiated as a part of this scope of work as they are discovered to have relevance. Through the completion of the activities within the scope, specific measurable outcomes are expected to be reached, resulting in the completion of the required components for a grant application to Business Oregon to establish a Regional Innovation Hub in the Mid-Willamette Valley.

Responsible Authority: A Hub Core Group will oversee the work activities of the consultant to be assigned through the collaborative efforts of SEDCOR and the core partners identified in the planning grant application. This group will convene monthly to review the project to assure adequate progress has been achieved to inform SEDCOR, as fiscal agent, that the requisite conditions have been met to allow for a monthly draw to be issued according to the mileposts achieved.

Specific duties under this scope of work:

I. Survey and Research Work

- A. Provide an overview of the Mid-Willamette Valley Region (Marion, Polk and Yamhill Counties) demographics and economic characteristics, workforce, key industries, and other relevant economic indicators.
- B. Conduct literature research and outreach to identify current innovative organizations and programs in existence in the comparable regions and identify successful peer groups
- C. Identify Hub organizational structure alternatives and assess applicability and long-term viability for adoption in Mid-Willamette Valley.
- D. Compile above findings into a report, including:
 1. Defining elements of success in other areas
 2. Estimated economic impact based on peer experiences
 3. Identification of critical elements needed to insure an inclusive environment
 4. Patterns of partnership that lead to long-term funding sources

II. Partner Identification and Convening of Meetings

- A. Identification of existing and potential partners for Mid-Willamette Valley Innovation Hub, including (at a minimum) resource providers (e.g., education, technical, workforce), mentors, and investors. (Contractor will be provided with a list of known stakeholders and service providers as a starting point.)
 1. Provide a current database of the entities and programs including contact information, demonstrated engagement history and geographic reach.
- B. Identify partner organizations representing underserved communities to ensure input regarding unmet needs of entrepreneurs and traded sector businesses

- C. Convene at least 4 group meetings around the region to solicit feedback from interested partners identified above. Additional 1:1 meetings should be used to finetune the deliverables.

III. **Identification of Mid-Willamette Valley Innovation Hub goals**

- A. Develop a common definition for the term and activities to be included in the Mid-Willamette Valley Innovation Hub
 - 1. Develop a list of likely activities under an Innovation Hub that should be housed together to create synergies and attract investors, entrepreneurs, traded-sector employers, and other targeted participants
- B. Develop a set of SMART Goals to be achieved through the establishment of a Mid-Willamette Valley Innovation Hub
- C. Solicit and incorporate feedback from participants on Hub definition and goals

IV. **Develop Preferred Alternative for Mid-Willamette Valley Innovation Hub**

- A. Formulate Hub structure
 - 1. Based on survey/research work and partner input/feedback, identify Hub model(s) that would work best for the Mid-Valley region; solicit group feedback on long-term governance and operations
 - 2. Identify long-term funding sources
- B. Develop Hub pro-formas to be used as a strategic development plan by the Hub, including named mileposts for short-term (one- to five-year) and long-term (10-20 year) year outcomes
- C. Document a 'gap' analysis to detail elements within Mid-Willamette Valley that are lacking or could be improved in support of Innovative and entrepreneurial activities for the Hub to perform
- D. Deliver at least two presentations regarding the establishment of the Regional Innovation Hub to partner organizations

Deliverables: The following minimum elements are required to be completed and compiled in preparation for submission of a future request for full Regional Innovation Hub designation and funding. A strategic plan document will be submitted as a final report that includes the following:

A. **Vision**

- 1. Describe the vision for the Mid-Willamette Valley Regional Innovation Hub
- 2. The reasons to pursue becoming a Regional Innovation Hub
- 3. The justification for a Hub to be located in the region.

B. **Organizational Structure**

- 1. Describe the Hub organization, including its structure, and direct reporting relationships with other entities

2. Identify representatives from the organizations required and suggested by Business Oregon in the Request for Planning Grant Applications announcement and collect letters of commitment highlighting their participation in the Hub.
3. Describe the organization designated as the Hub Lead Organization, why it has been selected, and outline the relevant experiences that make it a responsible fiscal agent.
4. Describe the composition of the Hub leadership team/oversight structure and explain how it will manage the resources of the Hub Lead Organization and the Partner Organizations to ensure the seamless delivery of services to businesses.

C. Governance

1. Describe the role of the board/oversight structure or other governing body to assure the Goals of the Hub program are being met.

D. Current Services

1. Describe the technical assistance to innovation-based businesses currently provided by Partner Organizations identifying barriers to delivery. Describe how these services support growth and development of a regional innovation ecosystem.
2. Describe the technical assistance currently available to scalable, high-growth traded sector entrepreneurs (e.g., Venture Catalyst, accelerators, Centers for Innovation Excellence) identifying barriers to entry for traditionally underfunded and represented entrepreneurs.

E. Services Gap

1. Describe services needed in the region to meet the requirements of a state-designated Regional Innovation Hub, and assessment completed to determine this need for this innovation-based entrepreneurial assistance in the region.
2. Describe the impact these services are envisioned to provide to the overall functioning and outcomes of the ecosystem.

F. Equity and Inclusion

1. Describe how Hub will ensure programming, materials, and services are accessible to historically underserved populations in the region.

G. Metrics

1. Describe proposed metrics, how they align with services provided, and how they will demonstrate the key outcomes for the Mid-Valley Regional Innovation Hub

H. Financial Sustainability

1. Describe a funding plan beyond Business Oregon funding, including any private sector funds that will allow the Hub to be financially self-sufficient.

Conditions of the Scope of Work

I. All documents, maps, digital files, intellectual property, reports, projections, or other information produced as a result of the consultant's work under this scope of work are to become public record under the curatorship of SEDCOR.

II. Consultant will hold meetings, focus groups and other outreach activities within the Mid-Willamette Valley region of Marion, Polk and Yamhill counties to ensure input from a variety of traded sector industry leaders, entrepreneurs from underrepresented communities, and community and education leaders.

III. Consultant will establish the ability to interact and engage the partner organizations and interested individuals throughout the region to the satisfaction of the Hub Core Group.

IV. The specific timeline to establish and monitor the performance of the Consultant will be developed within one month of engagement to ensure the continuous delivery of meetings. Outreach efforts and document preparation for the project is anticipated to be completed within 9 months of project start.