



## **REQUEST FOR PROPOSALS: STRATEGIC PLANNING SERVICES**

### **Mid-Willamette Valley Regional Innovation Hub**

#### **PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit proposals from consultants experienced in strategic planning to develop an implementable plan for a regionally focused, sector-agnostic innovation hub that will provide technical assistance to innovation-based entrepreneurs, and support and grow a regional innovation ecosystem. Specifically, SEDCOR is seeking a consultant to provide the following services:

*Work with a Hub Core Group comprised of representatives from SEDCOR and other Mid-Valley economic development, workforce, education, and industry organizations to plan for the creation of Regional Innovation Hub for Marion, Polk and Yamhill Counties (the Mid-Willamette Valley Region or “the region”) as outlined in the attached **Scope of Work**.*

#### **BACKGROUND**

SEDCOR has successfully applied for a Regional Innovation Hub Planning Grant from Business Oregon with a project completion date of June 30, 2023. With a contract budget not to exceed \$115,000, the chosen consultant will guide SEDCOR and the Hub Core Group in identifying a preferred alternative for a Regional Innovation Hub through a review of primary and secondary research including focus groups and one on one interviews. A final report will be due to Business Oregon no later than July 31, 2023 which will include the Hub Core Group’s vision for a Mid-Willamette Valley Innovation Hub including proposed organizational structure, services, proposed metrics and a funding plan beyond Business Oregon funding that will allow the Hub to be financially self-sufficient.

#### **REQUIRED MATERIALS FOR PROPOSALS**

- Provide the official name, address, phone number, and email address of the applicant (organization or individual) as well as the name of the principal contact person and the name and title of the person authorized to execute the contract.
- Include Bios/resumes of key personnel fulfilling the contract, if awarded, including key qualifications and previous similar work experience.
- Provide any recommended changes to the Project Scope that the application feels may better accomplish the development of the Hub plan.
- Provide a proposed work plan, including a timeline and a budget for completing the project.
- Include a list of contracted projects and estimated staff commitment for each project.
- Provide reference and contact information of at least three organizations that have utilized your strategic planning or other relevant contract services.

Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address, telephone number and email address of the individual(s) with authority to negotiate and contractually bind the individual/organization. All proposals received will be considered in final format. **Proposals should be received by SEDCOR before 5:00 pm PDT on Friday, September 2, 2022.** If you have any questions, contact Erik Andersson at [eandersson@sedcor.com](mailto:eandersson@sedcor.com) or (503) 837-1800.

## **REVIEW OF PROPOSALS**

Proposals will be reviewed and evaluated by the Hub Core Group who will identify candidates for interviews. We expect to make a final decision on this matter no later than September 19, 2022, with notification to applicants occurring soon thereafter. **SEDCOR would like to contract with the chosen consultant for work beginning October 3, 2022.**

The Hub Core Group will review proposals in accordance with the following criteria:

- The proposed approach to the Project Scope
- The consultant's experience with similar projects, particularly those on a regional scope
- The level of experience of the individual(s) identified to conduct the work
- The total proposed cost

## **SELECTION CRITERIA**

Criteria for evaluation will include:

- Demonstrated knowledge, skills, and experience in conducting similar projects (e.g., strategic planning, innovation/entrepreneurial ecosystem development) for multiple jurisdictions and regions.
- The proposed approach to Scope of Work and the qualifications of the consultant with cost as a factor.
- Understanding of regional economic development ecosystems and entrepreneurial/innovation best practices.

## **CONTRACTUAL AGREEMENT**

SEDCOR will issue a contract/letter of agreement with the selected applicant, in which the schedule of deliverables and payment(s) will be addressed.