

REQUEST FOR PROPOSAL
CONTRACT STAFF SUPPORT SERVICES
Issue Date: June 5, 2023

Overview

The Southside Planning District Commission (SPDC) is seeking proposals from qualified Firms/Individuals to provide certain contractual staff services related to the implementation of the GO Virginia Program for Region 3. GO Virginia is an initiative of the Commonwealth of Virginia intended to grow and diversify Virginia's economy and create jobs through state financial incentives for regional projects that encourage collaboration between private sector companies, workforce, education and government in each region. GO Virginia Region 3 consists of the localities in Planning District 12 (Counties of Henry, Patrick, and Pittsylvania and the Cities of Danville and Martinsville); Planning District 13 (Counties of Brunswick, Halifax and Mecklenburg); and Planning District 14 (Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward). The Region 3 Council is charged with the implementation of the GO Virginia Program for these 15 jurisdictions.

Services to be Provided

The Southside Planning District Commission (SPDC) serves as the Support Organization and Fiscal Agent with the expectation and responsibility of issuing contracts, subcontracts, and other agreements needed to carry out the duties of the GO Virginia Program.

Services include but are *not* limited to the following:

- Serve as back up to SPDC as follows:
 - Provide input as needed for the preparation of the GO Virginia Annual Report.
 - Assist in the scheduling and organization of all Council/Executive Committee meetings and take notes as needed.
 - Participate in all staff calls.
- Serves as back up to the Program Director as follows:
 - Assists in the development of meeting agendas and attachments for Council and Committee meetings.
 - Assist in the Preparation of Committee meeting notes and distribute to Committee members.
 - Schedule and attend all necessary Committee meetings as needed.
 - Assists in the review of project applications received to confirm completeness.
 - Assists or prepares the project review materials for the Project Review Committee
 - Assists or prepares project summary reports for completed applications to be submitted to Council/Executive Committee for review.
 - Assists or maintains and updates the Project Pipeline Status Report.
 - Participates in regional stakeholder outreach efforts.
 - Provides other programmatic support to the Program Director as requested.

Timing of Performance

Work will begin immediately upon contract execution and may be extended thereon subject to review of costs associated with services and commitment of funding resources.

Submission of Proposal

Firms/individuals shall submit electronically the following information listed below and all other information identified in the Request for Proposals. The submittal shall include the following items:

Letter of Interest

At a minimum, the letter of interest should include the following:

- The name and address of the Consulting Firm/Individual.
- The name, address, telephone number, and e-mail address of the designated contact and principals authorized to conduct negotiations for the Consulting Firm/Individual.
- A brief description of the Consulting Firm/Individual's interest in performing the required services.
- Description of previous experience with the proposed services and products.

Description of Qualifications and Experience

Qualifications and experience must address the requirements of this RFP in accordance with the scope of services requested. At a minimum, this section should include the following:

- Overview of Firm/Individual, including size of organization and types of services provided.
- Applicable individual and corporate Virginia licensing and/or certification information.
- In-depth familiarity of GO Virginia Region 3 area and the economic needs of the region, current projects, and project development.

Evaluation and Award of Contracts

The SPDC reserves the right to award more than one contract for services requested in this RFP. Generally, the SPDC will consider the Firm/Individual's overall suitability to provide the services outlined in the request within the time, budget, and operational constraints that may be present, and the offeror's background and experience related to these services. The selected Firm/Individual's will be notified via e-mail of the contract award.

The SPDC is an Equal Opportunity Employer. Submittals shall not exceed two pages. The SPDC reserves the right to reject any and all proposals. Firms/individuals will not be compensated for time spent preparing responses to this RFP. Questions regarding this RFP shall be directed to Megan Long, Administrative Assistant at mlong@southsidepdc.org or by calling 434.447.7101.

Proposals are due Monday, June 19, 2023 by 2:00 p.m. and may be e-mailed to mlong@southsidepdc.org or mailed to:

Southside Planning District Commission
Attn: Megan Long
200 S. Mecklenburg Avenue South
Hill, VA 23970