

REQUEST FOR QUALIFICATION (RFQ) – PROFESSIONAL SERVICES
12/14/14

Great Falls Development Authority (GFDA) is requesting qualifications from interested and qualified firms and professionals to provide a variety of professional services that we will or may have a need for. Our intent is to pre-qualify firms and professionals to speed contracting for specific projects.

Great Falls Development Authority (GFDA) is a regional economic development public/private partnership formed as a non-profit 501 (c) 3 charitable corporation. Our mission is to lead Great Falls economic development efforts to promote growth, diversification, and the creation of high wage jobs. Our funding comes from a variety of public & private sources.

I. PROFESSIONAL SERVICES

GFDA regularly contracts for a variety of professional services. Below are services that we anticipate having a need to contract for in the future. GFDA does not guarantee that any of the work listed below will be contracted for. Listing of any particular professional service below should not be construed as expressing any dissatisfaction with vendors who we have contracted with in the past. We are issuing this RFQ because we believe it best serves our mission to draw from a wide, diverse pool of professional talent, and to give everyone an opportunity to demonstrate capabilities.

Under each professional service category we have provided a brief description of the type of services that may be needed.

- 1) Advertising
Designing advertising strategies, targeted campaigns, ad production and placement.
- 2) Computer Services
Computer hardware and software specifications, installations, maintenance and trouble-shooting.
- 3) Copy Writing
Writing for web site, blog, social media, direct mail, annual reports, success stories, articles for placement.
- 4) Contact Database Management
Cleaning and maintaining databases, compiling databases, and purchasing contact databases.
- 5) Event Management
Planning and managing a variety of events in the Great Falls region.
- 6) Executive Coaching
Coaching services for staff members and/or clients.

- 7) Facilitation
Strategic planning sessions, focus groups, brainstorming sessions, and community meetings.
- 8) Grant Writing
State, federal and foundation grant opportunity identification and grant writing.
- 9) Graphic Design
Marketing materials including trade show exhibits, handouts and flyers, direct mail pieces, and annual reports.
- 10) Loan Underwriting
Commercial loan underwriting and packaging, portfolio credit quality review, SBA submittal preparation.
- 11) Marketing
Developing targeted marketing strategies and campaign management.
- 12) Photography
Event, portrait, building, and client success photography, as well as photographs that capture the excitement of Great falls and the surrounding region. We are interested in photography services as well as outstanding existing stock photos.
- 13) Public Relations
Story and comment placement, and efforts to influence placement in various community rankings.
- 14) Social Media
Designing and managing social media efforts.
- 15) Public Opinion and Client Satisfaction Survey
Designing, conducting and reporting on various public opinion and client surveys.
- 16) Videography
Event and client success videography.
- 17) Other
Professional services not listed above that you believe may be useful to our efforts.

II. SUBMISSIONS

Submissions of interest, including a cover letter, relevant experience, portfolio samples, client references, and billing rates must be submitted by **4pm, on Friday, January 16, 2015** and must be addressed to:

Brett Doney
Great Falls Development Authority

300 Central Ave, Ste 406
Great Falls, MT 59401
Phone: 1-406-750-2119
E-mail: BDoney@GFdevelopment.org

We encourage electronic submittals whenever possible. Information readily available on your website does not need to be reproduced. If doing so, please refer to your website in your cover letter. PLEASE list in your cover letter the specific professional service(s) you are submitting for. We encourage professionals and firms of all sizes to submit.

Questions and responses should be directed to GFDA, attn: Brett Doney, BDoney@GFdevelopment.org. All responses to the detailed RFQ must be submitted by January 16, 2015. Please state "Statement of Qualifications for Professional Services" on the outside of the response package or submittal email. If submitting by hard copy, please provide one original. If submitting electronically, please use PDF format.

III. SELECTION CRITERIA

- A. Qualifications of the professional personnel to be assigned to the project 25%
- B. Consultant's capability to meet time and project budget requirements 15%
- C. Location 10%
- D. Demonstrated ability to work with client 25%
- E. Related experience on similar projects 25%

GFDA may, at its discretion, select finalists to be interviewed based on an evaluation of the written responses, or the award may be based solely on written statements of qualifications. The award(s) will be made to the most qualified offeror whose statement of qualifications is deemed most advantageous to the Owner, all factors considered.

IV. ADDITIONAL INFORMATION & CONDITIONS

A. STATEMENT OF NONCOMMITMENT

Issuance of this RFQ does not commit the Great Falls Development Authority to award a contract or to pay any costs incurred in preparation of proposals responding to the RFQ. The GFDA reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the GFDA.

B. EQUAL EMPLOYMENT OPPORTUNITY

Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects subcontracting firm(s) to the same provisions of federal law. In accordance with state and federal requirements, the consultant (hereinafter referred to as "contractor") must agree as follows:

1.) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL AID CONTRACTS

(a) Compliance with Regulations: The Contractor shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Housing and Urban Development, 24 CFR Part 1, as they may be amended (hereafter

referred to as the Regulations), which are incorporated by reference and made part of this Agreement.

(b) Nondiscrimination: The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in 24CFR Part 21.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to nondiscrimination.

(d) Information and Reports: The Contractor will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Department of Housing and Urban Development (HUD) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Department (HUD), as requested, setting forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department may impose sanctions as it determines appropriate, including, but not limited to:

(a) withholding payments to the Contractor under the Agreement until the Contractor complies, and/or

(b) cancellation, termination or suspension of the agreement in whole or in part.

(f) Incorporation of Provisions: The Contractor will include the provisions of paragraph (a) through (f) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor will take such action with respect to any subcontract for procurement as the Department of Housing and Urban Development may direct to enforce such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor is sued or is threatened with litigation by a subcontractor or supplier as a result of such direction, the Contractor may request the Department to enter into the litigation to protect the interests of the State of Montana, and in addition, the contractor or the State may request the United States to enter such litigation to protect the interests of the United States.

2) **COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, 49-3-207. MCA**

In accordance with 49-3-207, MCA, the Contractor agrees that for this agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by persons performing the Agreement.

3) COMPLIANCE WITH MINORITY & WOMEN BUSINESS ENTERPRISES

Contractor will make efforts to encourage the use of minority and women's business enterprises in connection with Agreements activities in accordance with 24 CFR Part 85.36(e) which describes the actions to ensure that minority and women's business enterprises are used when possible in the procurement of property and services.

C. VENUE

The laws of the State of Montana govern this contract. The parties agree that any litigation concerning bid, proposal, or subsequent contract must be brought in the Eighth Judicial District of Cascade County, State of Montana and each party shall pay its own costs and attorney fees. (Reference 18-1-401 MCA)

D. INSURANCE

Certificates of Insurance, indicating compliance with the required overage, must be filed with the Great Falls Development Authority within ten (10) working days of the Notice of Award. The proof of insurance/exemption must be valid for the entire contract period. Contracts **WILL NOT** be issued to contractors that fail to submit insurance certificates as specified herein:

- Proof of Worker's Compensation Insurance valid within the State of Montana or proof of exemption thereof.
- Proof of commercial general liability insurance, including automobile insurance, with limits of not less than \$1,000,000 per occurrence.

E. RFQ AUTHORITY

This RFQ has been issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, Chapter 5. The RFP process is a procurement option, allowing award to be based on stated criteria or evaluation factors. The evaluation factors to be used in this procurement have been specified in Section IV of this RFQ.