



# Fresno **Economic Opportunities Commission**

Request For Qualifications (RFQ)  
Rural Economic Development Professional  
January 12, 2016

## Request For Qualifications (RFQ) for Rural Economic Opportunities Professional

### About Fresno Economic Opportunities Commission (Fresno EOC)

Founded in 1965, Fresno EOC has spent over four decades investing in people, helping them become self-sufficient. The scope of service provided by our Agency consists of almost all facets of human services and economic development. They range from pre-school education to vocational training; from juvenile and drug abuse counseling to treatment for serious juvenile offenders; from youth recreation to senior citizen hot meal services; from energy conservation education to crisis intervention; from preventive health care to prenatal nutrition education; and from vocational counseling to job placement services.

Fresno EOC is a private, nonprofit 501(c) (3) corporation governed by a twenty-four (24) member tripartite Board of Commissioners under the auspices of the Economic Opportunity Act of 1964. Eight of those twenty-four members are public elected officials or their designee; eight members are from the business sector, public agencies, and community groups; the remaining eight members are elected low-income target area representatives from throughout Fresno County. We employ over 1,300 full and part-time staff members committed to transforming lives. Fresno EOC is considered the largest Community Action Agency in the country. With over thirty (30) programs to serve the community, we bridge gaps with almost every aspect of the underserved population.

### The RFQ's Purpose

- Fresno EOC solicits responses to the Request for Qualifications from experienced Vendors demonstrating the capability of meeting the requirements outlined in this notification.
- The RFQ requires the Vendor to propose a highly competent consulting strategy for building Fresno EOC's rural development initiatives.
- Through this RFQ process, Fresno EOC intends to select a Vendor, and enter into a negotiated contractual agreement with the Vendor.

### Scope of Work

The Rural Economic Opportunities Professional will serve as the liaison representing Fresno EOC advocating for Fresno County's rural communities. The Professional will identify community needs, coordinate with Fresno EOC leadership and staff in leveraging available organizational services and resources. The Professional will provide technical assistance and guidance to improve the County's rural community's access toward building sustainable economic opportunities.

- Meets regularly with the Fresno EOC Leadership Team to insure the needs and voices of rural Fresno County are heard and addressed.
- Meets regularly with public officials, business interests, and residents of each of Fresno County's rural communities to identify ongoing and emerging community needs.



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- Develops the framework for a rural economic opportunities process that will garner the trust of rural communities, having widespread support from elected officials, business and community leadership.
- Facilitates strategic community-wide, or project specific planning services for rural communities, identifying possible opportunities, based on best practices, financial feasibility, to expand the local rural economy, and benefit low-income individuals.
- Identifies local community funding needs, provides program planning assistance and facilitates the preparation of grants and contracts. Projects may comprise partnerships with neighboring communities, private and public organizations, and Fresno EOC.
- Secures and/or leverages available development services and resources requested by rural communities.
- Connects available existing public, private, and philanthropic services and resources where they are needed most. Provides referrals for services, including specialized consulting expertise when needed.
- Provides technical assistance and advising, as may be needed and/or requested on a variety of issues such as education, health, jobs, finance, and infrastructure.
- Provides mentoring services to rural community administrators as requested or deemed effective.
- Advocates at the State and Federal levels for the needs of Fresno County rural constituencies and communities.

## **Respondent's Qualifications**

Provide a description of skills and previous project experiences discussing how they relate to the project described in this RFQ.

This project will require the Professional to have the following qualifications:

- Five or more years of related rural economic opportunity experience in Fresno County communities.
- Must be bi-lingual/bi-cultural, having strong bi-lingual verbal and written communication skills, to gain the respect and trust of rural community leaders, constituents, and stakeholders.
- Description of experience working with local and state public officials, and private and nonprofit organizations in rural environments.
- Experience working directly with elected officials, city councils, and governing boards.
- Knowledge and experience working with public, private and philanthropic capital funding resources.
- Knowledge and experience working with Fresno EOC and/or other human service organizations.

## **Statement of Qualifications/Proposed Solutions**

Provide a narrative describing your interest, particular abilities, and qualifications related to the Scope of Work. Include name of company, address, telephone number, email address, and



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signature of Principal responsible for executing a contract. Please include general background information and credentials listed below:

- Statement of qualifications, including related experience with similar types of projects and with specific qualifications (provide three examples of similar endeavors).
- Description of credentials, and experience of the team members that will be involved in this project including that of subcontractors.
- A minimum of three (3) references relating to rural economic development engagements with full name, title, address, phone, and email addresses.
- Resume(s) of individual(s) assigned to this project.
- Will the Vendor subcontract all or a portion of this project to another entity? If yes provide a description of the assigned subcontract. Provide resume(s) and qualifications of the subcontractor's personnel.
- Draft a description of your proposed Rural Opportunities Consulting Strategy, provide your process and approach in conducting this engagement. Please limit your strategy to two pages.

## Compensation

Agreement to be negotiated.

## Work Sample

Provide sample work products from similar projects or consulting engagements.

## Proprietary Proposal Material

Fresno EOC respects your professional privacy, any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

## Insurance

The selected Vendor will provide proof of insurance sufficient to protect all parties involved in the performance of the scope of work. Insurance requirements include Worker's Compensation, Comprehensive or Commercial General Liability, and Automotive Liability coverage.

## Litigation

Provide specific information on the termination of any contract you have been involved in (for default), litigation, settled, or judgments entered within the last five (5) years involving your firm, joint venture partners, or sub-consultants. Also, provide information on any convictions for filing false claims within the past five (5) years.



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## Conflict of Interest

Please provide a statement of conflicts your firm, sub-contracting firms and/or key employees may have regarding these services. The statement should not only include actual conflicts, but also any perceived working relationships by disinterested parties as a conflict. If there are no potential conflicts of interest please state so.

## Women, Disabled Veteran, and Minority-Owned Small Businesses

Does your business qualify as a woman, disabled veteran, and minority-owned small business under Federal or State definitions? If yes, provide publically certified documentation or a self-certification statement that is subject to examination.

## Evaluation

An Evaluation Committee will review and score each proposal. Respondents with the highest scores addressing the criteria in the RFQ may have an opportunity for an interview with the Committee. If the Committee requests an interview, they will assign a score for the interview, then combine all scores for the Respondent's ranking.

The scoring based on a maximum 100-point scale and weighted as follows:

- **Technical Proposal (35-points):** The Respondent's ability to meet the criteria outlined in the RFQ, past experience providing similar solutions to comparable clients, experience of proposed project team and key team members, overall quality of statement of qualifications, and innovative approaches in the Respondent's rural economic opportunities strategy.
- **References (10-points):** Input from references three (3) clients describing their accounts with the Respondent's relative to work quality, timeliness, adherence to budget.
- **Women, Disabled Veteran, Small Business (5-points):** Signed certification or self-certification accepted.
- **Minority-Owned Business (10-points):** Signed certification or self-certification accepted.
- **Interview (40-points):** Clarity in describing how the Respondent addresses the scope of work (level of detail, logic structure and recommended actions for accomplishing the tasks).

## Rejection of Vendor's Statement of Qualifications

The Vendor acknowledges the right of Fresno EOC to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the Vendor's Statement of Qualification deemed most favorable to Fresno EOC after all proposals have been examined and evaluated. In addition, the Vendor recognizes the right of Fresno EOC to reject a proposal if the Vendor's Statement of Qualifications is in any way incomplete or irregular.

## Equal Opportunity Compliance

Fresno EOC requires all Vendors to comply with Federal, State, and Local policies and regulations concerning equal opportunity and agrees not to discriminate in its employment because of an



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employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, physical handicap or any other trait or characteristic protected by law.

## Proposed RFQ: Key Schedule Dates

RFQ Issued	January 12, 2016
Last Date to Submit Questions	January 21, 2016
Submission Deadline	February 5, 2016
Evaluation Committee Convenes	TBA
Interviews	TBA
Selection of Vendor	TBA

## Questions

Direct all questions regarding this RFQ to Bill Simon via email; [bill.simon@fresnoeoc.org](mailto:bill.simon@fresnoeoc.org). All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage ([www.fresnoeoc.org](http://www.fresnoeoc.org)) under the RFQ section. Fresno EOC will not accept questions after January 21, 2016. Unauthorized contact regarding this RFQ with other Fresno EOC employees may result in disqualification. Oral communications are unofficial and non-binding. It is the responsibility of Vendors to check Fresno EOC's website for any amendments or Q & A's to this RFQ.

## Submitting of Statement of Qualification

Please submit your Request for Qualifications Proposal Package to Fresno EOC. The submittal requires both a hard copy and email submission.

1. Original and three (3) hard copies, no later than 4:00 PM (Pacific), Tuesday, February 9, 2016.  
Please mail or hand deliver hard copy Statements Of Qualifications to,  
Bill Simon, Operations Officer  
ATT: Rural Economic Opportunities Professional  
Fresno Economic Opportunities Commission  
1920 Mariposa Mall, Suite 300  
Fresno, CA 93721
2. Submit a digital proposal no later than 4:00 PM (Pacific) Tuesday, February 9, 2016 in a pdf format to [bill.simon@fresnoeoc.org](mailto:bill.simon@fresnoeoc.org) with subject line: Rural Economic Opportunities Professional

Please sign and return the authorization statement on the following page.  
Thank you for your consideration and interest in Fresno EOC.



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**AUTHORIZATION:**

The undersigned hereby asserts that he/she is duly authorized to submit this proposal, that all information contained in it is true, correct and complete, and that the undersigned is authorized to enter into a contract with Fresno Economic Opportunities Commission should he/she be selected and approved for services, as negotiated.

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Name of Vendor

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Name of Principal/CEO/Owner      Print

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Signature

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Title

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Phone

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Address

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City/State/Zip

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Date

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License # (if applicable)

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Email

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FAX