



210 South Street, Suite 6, Bennington, VT 05201 - (802) 442-0713

REQUEST FOR PROPOSALS
COMMUNITY & ECONOMIC DEVELOPMENT CONSULTING SERVICES
NOVEMBER 15, 2024

Issued by: The Bennington County Regional Commission

Purpose: Provide consulting services to support BCRC's Community & Economic Development Program on a temporary, part-time basis.

Date Issued: November 15, 2024

Proposals Due by: December 4, 2024 (4:00pm)

Work to begin: To be determined, but no later than January 15, 2025

Contact: William Colvin
Director
Bennington County Regional Commission
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I. BACKGROUND

The Bennington County Regional Commission (BCRC), since 2012, has maintained a Community and Economic Development Program and since 2016 has been fulfilling for the Bennington region the obligations of the annual Regional Development Corporation agreement with the Vermont Agency of Commerce and Community Development.

In January 2025, BCRC Community and Economic Development Program Manager Jonathan Cooper will begin serving in the Vermont House of Representatives. It is expected that service will continue until at least mid-May 2025. During that time, the BCRC is soliciting proposals for consulting services to complete some of the activities for which Mr. Cooper would be

responsible. It is estimated that BCRC will require 10-15 hours per week of support services during the term of the consulting agreement.

II. PROJECT DESCRIPTION

The consultant will provide services to promote Community and Economic Development initiatives and programs in the Bennington region.

Such services might include, but not be limited to:

- meeting with regional businesses to assess their current goals, needs and opportunities and connecting them with state and federal resources, as appropriate.
- evaluating, applying for and managing grant opportunities in the community and economic development realm.
- responding to inquiries from businesses interested in relocating or expanding in the region, in a timely manner.
- communicating with other BCRC staff and economic development partners as necessary to carry out the goals of the BCRC Community and Economic Development Program.
- participating in and completing planning projects, as necessary.
- maintaining records of activities in accordance with state partner requirements.
- completing and filing required reports in a timely manner.
- attending meetings virtually or in-person, as possible.

Primary communication between the consultant and the BCRC will be with Director William Colvin, but will take place with other BCRC staff, as required, to further projects or programs.

III. SUBMISSION REQUIREMENTS

Please provide the following items:

1. A statement describing staff who would work on the project and their qualifications.
2. Summaries of experience with similar projects involving working with businesses, economic development organizations or agencies and municipalities.
3. Contact information for three references.
4. Details of hourly rates for personnel.
5. Notation of approximate number of hours per week consultant would be available to work January-May 2025. It is estimated that BCRC will require 10-15 hours per week of support services during this period.

Electronic copies of these items must be received by 4:00pm on December 4, 2024. **RFP submittals should be no more than five (5) pages in length including any attachments or appendices.**

Direct all inquiries and submissions to William Colvin at bcolvin@bcrcvt.org.

IV. SELECTION CRITERIA

- Experience and qualifications to perform the work described in Section III above.
- Staff and other potential costs.
- A demonstrated ability to work effectively and coordinate activities with other parties.
- Strong communication and organizational skills.

V. SCHEDULE

- RFQ issued November 15, 2024.
- Proposals due December 4, 2024.
- Review of Proposals December 9-13, 2024.
- Selection on or about December 17, 2024.
- Contract negotiation and contract finalized, to be determined.
- Work to begin, to be determined, but no later than January 15, 2025.

VI. Other Information

1. The Bennington County Regional Commission (BCRC) may accept or reject any submission and may cancel the project at any time.
2. Preference will be given to a vendor who can perform all tasks described above.
3. BCRC may modify and reissue the RFP following the review of submitted proposals.
4. BCRC is not responsible for any costs incurred by the vendor prior to signing of a contract. Vendors shall bear the full cost of proposal preparation, meetings and contract negotiations.
5. BCRC may negotiate a contract with the vendor whose proposal would be the most advantageous to them.
6. All proposals submitted as part of this RFP shall become the property of the BCRC making them public information.
7. BCRC may request additional information as part of the proposal review.
8. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
9. All proposals will remain valid for ninety (90) days from the date of submittal.
10. The selected vendor will need to show proof of adequate liability and worker's compensation insurance.
11. Information garnered about businesses, municipalities or other organizations during consultant's work with the BCRC may not be shared with any other party or individual outside of the BCRC without consent of the Director.