

REQUEST FOR QUALIFICATIONS AND PROPOSAL

COIC COMMUNITY AND ECONOMIC DEVELOPMENT CONSULTANT ON RETAINER

January 3, 2020

BACKGROUND

The Central Oregon Intergovernmental Council (COIC) serves as the Council of Governments and federally-sanctioned Economic Development District for Crook, Deschutes, and Jefferson counties, Oregon, and also serves the Confederated Tribes of Warm Springs. COIC provides a means for the region to work together to identify issues and needs which are regional in scope, achieve concurrence for cooperative actions, and achieve goals in areas including community and economic development, human services, natural resources and environmental protection, transportation, education, land use, housing workforce development.

COIC's Community and Economic Development Department (CED) provides coordination/collaboration, convening, technical assistance, and planning services to meet regional and community needs. These services provide a means for the region to work together to identify issues and opportunities which are regional in scope, to achieve concurrence for cooperative actions, and accomplish goals identified by Central Oregon cities and counties and other partners.

The CED Department's current program areas include:

- Regional governance and committees (e.g. COACT, Housing for All)
- Regional planning
- Natural hazards and emergency management:
 - o Regional Emergency Services Training and Coordination Center
 - o Community Wildfire Protection Plans (CWPPs) and Natural Hazards Mitigation Plans (NHMPs)
- Rural community building:
 - o Rural community and economic development visioning and strategic planning
 - o Community outreach and engagement
 - o Project development, funding, and implementation
 - o Project assessment
- Local community technical assistance, e.g. Labor Standards Monitoring, preparation of local plans, grant administration, surveys, etc.

- Collaborative natural resource management (Deschutes Collaborative Forest Project, Ochoco Forest Restoration Collaborative, Ochoco Trails Strategy Group, Deschutes Basin Water Collaborative)
- Local/regional food systems development (regional food hub development; farm business support; etc.)
- Grant writing and grant administration

More information on COIC and CED's services and projects can be found at www.coic.org

TASK OVERVIEW

COIC's Community and Economic Development Department is seeking an experienced consultant to serve as a flexible consultant on retainer to support our growing array of projects. The consultant will serve as a de facto team member for the CED department, and will pitch in to support or lead a variety of community projects from January through December 2020.

One project has already been determined: coordinating the Ochoco Trails Strategy Group, a locally-based multi-stakeholder effort with the following mission: *"The Ochoco Trails Strategy Group (OTSG) is a community-based coalition dedicated to building and maintaining a sustainable non-motorized trail system that offers a desirable range of experiences, while protecting and enhancing forest resources for future generations."* This role involves the following tasks:

- Coordinating and facilitating OTSG meetings
- Correspondence between meetings
- Creating agendas and materials
- Grant writing and resource development
- Prepare budget updates (with support from COIC's Fiscal Team)
- Generally helping the OTSG meet their goals

Other specific projects and consultant tasks are to be determined, depending in part on consultant qualifications, available funding, and project timing. Depending on the project and need, the selected consultant may perform project management or project support functions. The consultant will report directly to COIC's CED Manager, and will also work in partnership with other CED team members.

The list of qualifications below also serves as an overview of the types of services that the consultant will perform under this contract.

QUALIFICATIONS

The successful consultant will have knowledge and experience in the following:

- The Central Oregon region and communities (Crook, Deschutes, and Jefferson counties and all communities therein) and the Confederated Tribes of Warm Springs).
- Meeting logistics, coordination, and support.
- Meeting facilitation.
- Community development and planning.
- Project management.
- Collaborative engagement and multi-stakeholder processes.
- Research and writing.

Other valuable, but not required characteristics, include familiarity with the following:

- Natural resource management, including particularly collaborative processes
- Health and housing
- Policy development and advocacy
- Community outreach and engagement processes
- Housing and social services
- Grant writing and grant administration

EXPECTED TIMELINE (SUBJECT TO REVISION AS NECESSARY):

- January 3, 2020: RFQ released
- January 13: Statement of Qualifications and Proposals due
- January 15: Consultant selection
- January 20: Contract finalized
- Ongoing: Weekly project management meetings with CED staff as needed
- January – December, 2020 – project task orders assigned

COMPENSATION AND TASK ORDERS

COIC Contract amount not to exceed a total of \$49,999 from January through December 2020. This total will include professional fees for all services, including time and materials. Each individual project will be assigned via a “Task Order” to be mutually negotiated by COIC and the Consultant, and incorporated by amendment into the contract. Task orders shall include:

- Project name
- Role of consultant, e.g. project manager, support, etc.
- Task list
- Estimated number of hours to complete the tasks, and hourly rate(s)
- Estimated duration

Consultant will keep track of time spent on the project and other expenses, and submit invoices with progress reports. Payment will be made within 30 days of receipt of invoice. Consultant should include preferred payment schedule in proposal.

HOW TO SUBMIT A BID

Please prepare a short response (no more than 10 pages) which includes:

- Name, Company Name, Physical and Mailing Address.
- Contact Information.
- Statement of Qualifications, addressing the required and desirable skills and experiences in the Qualifications section above.
- Hourly rate, or rates for different types of services (e.g. one rate for meeting facilitation or project management and another for meeting support).
- Statement of availability – e.g. how many hours/month do you anticipate being available from January – December 2020.
- Desired compensation schedule (e.g. monthly, quarterly, etc.).

Proposals must be submitted no later than **5pm on Monday, January 13 2019**. Proposals will be accepted by email at the following address: scotta@coic.org.

Questions or Comments? Please contact Scott Aycock, COIC CED Manager, at scotta@coic.org or 541-548-9523.