



Development District Association of Appalachia (DDAA)

Request for Qualifications for Management & Administration Services

Due Date: November 15, 2017

General Information:

Document Type: Request for Qualifications
Posted Date: October 11, 2017
Response Due Date: November 15, 2017
Contract Period: up to 3 years with possibility for renewal

Point of Contact:

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DDAA President
(716) 945-5301
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Request for Qualification

The Development District Association of Appalachia (DDAA) is requesting statements of qualifications from experienced firms or persons to perform management and administrative services including serving as the DDAA Executive Consultant. This is a contract based position and the selected contractor shall be responsible for all expenses incurred while performing services. Compensation which shall include related expenses will be negotiated, but will include consideration for experience.

Background & Description

The successful RFQ respondent will manage the association as the Executive Consultant under the general supervision of the DDAA Board of Directors.

The [Development District Association of Appalachia](#) (DDAA) seeks an Executive Consultant to carry out the mission, vision and goals of the DDAA ([DDAA 2015-2020 Strategic Plan](#)). The Development District Association of Appalachia (DDAA) is a membership organization of the 73 Local Development Districts ([LDD's](#)) serving the 420 counties of the Appalachia Region of the United States. The DDAA works to strengthen LDDs and their member governments and to provide leadership to support the Appalachian Regional Commission (ARC) federal-state-local partnership. Membership is on an annual basis.

Local Development Districts (LDDs) are multi-jurisdictional planning and economic development organizations that provide administrative, professional and technical assistance to local governments and citizens throughout Appalachia. Appalachia is a federally designated geographic area covering parts of twelve states and all of West Virginia. An LDD is the Appalachian Regional Commission's (ARC) name for the multi-county planning and development organizations which from State to State may be otherwise known as regional councils, councils of governments, area development districts, regional development centers, or regional planning commissions. LDD's are the local partner in the ARC's Federal-State-Local partnership, and they serve the member counties and municipalities within their designated regions in efforts aimed at achieving the goals of the ARC.

Scope of Services

As the principal contact of DDAA, the Executive Consultant reports directly to the DDAA Board of Directors/Officers. S/he travels as necessary to meet with partners, members and legislative representatives, and to represent the DDAA at conferences, public functions and other meetings. The Executive Consultant assists the membership with state and federal economic development efforts and facilitating interagency cooperation. The Executive Consultant will work with the membership to assure that the goals of the strategic plan are met. This position provides a central point of contact for any private or public entities seeking information about or contacting the DDAA.

The Executive Consultant serves as a liaison between the DDAA, and partners including but not limited to the following: the Appalachian Regional Commission; the Governors of the 13 states in the Appalachian region of the U.S; the State Alternates and Program Managers for each of the 13 Appalachia states, etc.

This is an independent contractor/consulting position. The Executive Consultant will be offered a contract of up to 3 years, which may be extended based on the mutual agreement of the parties.

The firm or person selected should be flexible and able to work independently, able to structure their own work days, and able to complete their work or submit updates within the general timetable established by the Board of Directors per the contract.

Other relevant skills include the ability to work well with others and undertake joint projects; and a willingness to participate in special training programs, conferences, workshops, and classes as required. The work environment may involve flexible hours, including availability outside normal office hours, as needed. The Executive Consultant must be available for travel.

Specific Responsibilities:

- Take the lead in implementing the goals and strategies of the [DDAA Strategic Plan](#) which achieves its mission and establishes a continual vision and plan for the DDAA.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors, and carry out plans and policies authorized by the board.
- In conjunction with the Training Committee, Board of Directors and/or designee, manage the preparations for, marketing, and implementation of DDAA training and conference events as well as develop, schedule and partner with similar organizations for additional professional development/training/education programs.
- Manage the maintenance of official records and documents for the Board of Directors, and ensure compliance with federal, state and local regulations.
- Coordinate pursuit of grant awards; oversee grant administration and other contract requirements, plans, documents and progress/financial reports; and manage the efforts of any contracted vendors.
- Work with the Treasurer and Officers in preparing a budget; ensure that the organization operates within budget guidelines, ensure adequate funds are available to permit the DDAA to carry out its work, and obtain expenditure permission in advance from President/Treasurer prior to making commitments.
- Ensure the Board of Directors is kept fully informed on the condition of the organization and of key factors impacting/influencing it i.e. legislative issues
- Serve as a spokesperson of the DDAA to external and internal audiences in keeping with the positions, key messages and desires of the Board of Directors and entirety of membership, and publicize the activities of the organization, its programs and goal achievement through regular management and updates to the DDAA website content and social media accounts – Twitter, Facebook, LinkedIN, etc.
- Develop and maintain long lasting relationships with DDAA members leading to ongoing member retention and increased support of the organization, its programs, activities and events; acquire and report continuous membership feedback for use in Board of Director decision making for programs, activities, events, communications and positions; and promote active and broad participation by Board of Director members in all areas of the organization's work.

Procedure for RFQ Submittal

Submit electronic copies of Statement of Qualifications (SOQ). Submittals should include the information outlined below. SOQ should be submitted electronically by 12 Noon EST on the due date to:

Richard Zink
DDAA President
rzink@southerntierwest.org

SOQs received after 12 Noon EST November 15, 2017 will not be considered.

Qualification Statements

Statement of Qualifications (SOQ) should include the following:

- Qualifications, Experience and Capabilities:** Describe the qualification and capabilities of implementing management and administration services as outlined in the scope of services. Include services associated with developing & managing federal & state grants, association management, working with board of directors and/or multiple stakeholders, leadership capacity and administrative abilities. Include experience developing and/or managing educational/training/professional development programs. Include experience with website content management and knowledge and use of various forms of social media accounts. Include knowledge and familiarity with the people and socio-economic conditions of the Appalachia Region of the United States. Include project summaries of relevant projects completed. Summarize the scope of work and provide client contact information.

- Key Staff Assigned to Project:** Provide an organization chart identifying personnel assigned to the DDAA, including their roles and anticipated level of involvement. Personnel identified in the proposal must be the principal staff that will work with the DDAA and represent the majority of hours billed. Resumes shall not exceed 3 pages in length.

- History of Company:** Full disclosure regarding the company status, and status of parent companies, subsidiaries, affiliates, and subcontractors as potential responsible parties, including but not limited to:
 - o Business Background
 - o Legal name of business
 - o Age of business
 - o Names, addresses, and position of all persons having a financial interest in the company
 - o State of formation
 - o Number of employees
 - o Licenses and certifications relevant to the described work

- Professional Practice (Limited to the Project Team, all employees assigned to this project):**
 - o Ever been cited by any authority for unscrupulous practice?
 - o Have any past or present suits with any current or former clients? Explain as necessary
 - o Including parent company, subsidiaries, affiliates, and subcontractors, ever been or are currently disbarred from receiving Federal funds?
 - o Any certification indicating that staff assigned to this project is equipped to carry out the provisions of this proposal
 - o Three (3) references from clients for which the firm or person has provided similar services
 - o Other: Provide any other information that may be useful when reviewing this proposal

Consultant Selection

Proposals will be evaluated and ranked based on the selection criteria outlined below. The DDAA may ask the top ranked firms or persons to attend a presentation and/or interview as part of the evaluation process. After the conclusion of the evaluation process, the firms or persons

will be ranked in priority order with the highest-ranking firm or person being selected to negotiate a contract and scope of work with the DDAA. If a contract satisfactory to both parties cannot be negotiated, the DDAA will then enter into negotiations with the next highest ranked firm or person and so on until an agreement is reached.

In the event the DDAA elects to negotiate a contract with a selected firm or person, the DDAA reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the DDAA. The selected firm or person shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

Development District Association of Appalachia (DDAA) member organizations are not eligible for consideration under this RFQ.

Selection Criteria

DDAA will evaluate the qualifications based upon the following criteria:

- Experience and ability to complete the work
- Demonstrated experience including successful management and administration of similar clients
- Approach and understanding of the scope of work
- Proven track record of effective engagement with stakeholders

Rights Reserved

The DDAA reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, terminate, restructure or amend this procurement process at any time. This RFQ is not a bid. Evaluation criteria contained herein shall be used in evaluating qualifications of interested firms or persons for selection. The DDAA may contact any consultant after receiving its submittal to seek clarification on any portion thereof. The DDAA reserves the right to request additional information from any consultant if the DDAA deems such information necessary to further evaluate the consultant's qualifications. The DDAA reserves the right to select several consultants to perform task under the contract. All RFQ material submitted to the DDAA becomes property of the DDAA and will not be returned to the vendor.