

REQUEST FOR PROPOSALS

Cambria County Bridge to Pittsburgh, Program Management RFP – March 2018

BOARD OF CAMBRIA COUNTY COMMISSIONERS

**Thomas C. Chernisky
B.J. Smith
Mark J. Wissinger**

PROCEDURE

ORIGINAL PROPOSAL

The proposal must contain the completed “Contractor Information” and “Non-collusion affidavit” pages provided within this RFP. The contractor must email **one electronic Adobe PDF copy** of their proposal to the Cambria County Project Coordinator, John Dubnansky, at jdubnansky@co.cambria.pa.us. The proposal file size must be 3mb or less in size.

PREPARATION OF PROPOSALS

Proposals must include the following heading within the Subject section of the email:

Cambria County Bridge to Pittsburgh Project Management

The name, address, phone number, and email address of the vendor must be included within the email.

DELIVERY OF PROPOSALS

Proposals must be received electronically, no later than **April 6, 2018 at 3:00 PM Eastern Time**.

CONTRACTOR INTERVIEWS

The Cambria County DOD OEA Review Committee will interview top contractors within the Central Park Complex located in Johnstown, PA sometime in April, 2018. Contractors will be notified of the interview date and time at least 24 hours prior to their interview time.

INQUIRIES AND ADDENDA

Should the contractor find any discrepancies in, or omissions from the Request For Proposal, or should there be any doubt as to meaning or interpretations, or need clarification, he/she should at once notify the Cambria County Project Coordinator, John Dubnansky, by e-mail at jdubnansky@co.cambria.pa.us by April 4, 2018 at 3:00 PM. **Cambria County will not be responsible for any oral instructions.**

DUTY OF CONTRACTOR TO MAKE NECESSARY INVESTIGATIONS

Before submitting a proposal, each contractor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the contractor will rely upon. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not be a basis for any claim whatsoever for any monetary consideration on the part of the successful contractor.

EXPENSES INCURRED IN PREPARING PROPOSAL

Cambria County accepts no responsibility for any expense incurred by the contractor in the preparation and presentation of a proposal and any such expenses are to be borne exclusively by the contractor.

NON-COLLUSION AFFIDAVIT

Each contractor is required to execute a Non-Collusion Affidavit in the form annexed to the proposal. Any proposals received not containing a properly executed Non-Collusion Affidavit will be rejected.

RIGHT TO ACCEPT OR REJECT PROPOSALS

Cambria County reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept any proposal which is deemed most favorable to the county.

CHOICE OF LAWS

Any contract awarded shall be adjudicated, governed, and controlled in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Pennsylvania.

TERM OF CONTRACT

The duration of any contract awarded is anticipated to run from April 16, 2018 – February 28, 2019, or as negotiated. The contract shall commence upon the date an agreement is entered with the Cambria County Board of Commissioners, expected to be April 16, 2018.

ADDITIONAL INFORMATION

The proposal shall include, and may be required to supplement, information regarding relevant qualifications and work experience - especially experience with other similar projects, and references.

PROCESS BY WHICH THE CONTRACT SHALL BE AWARDED

This contract will be awarded to the contractor judged to provide the best value. The terms of any contract may be subject to negotiation subsequent to the receipt of proposals. Proposals will be evaluated by the Cambria County DOD OEA Review Committee on the basis of the following:

1. Compliance with specifications and production of required and supporting documentation.
2. Ability of the contractor to responsibly and reliably perform contract requirements.
3. Ability to negotiate terms of a contract acceptable to the Commissioners of Cambria County.
4. Knowledge of Cambria County's current business climate.
5. Knowledge of Allegheny County's current business climate.
6. The consultant's experience in brokering business contracts and transactions.

The Cambria County DOD OEA Review Committee will make a recommendation to the Cambria County Board of Commissioners for final approval of a winning proposal/contractor. The Cambria County Board of Commissioners will announce the winning proposal during a regularly scheduled County Commissioner meeting. The Project Coordinator, John Dubnansky, will contact all proposers via email with the results of the decision.

SPECIFICATION OF SERVICE

OBJECTIVES OF THE SERVICE

Cambria County and the City of Johnstown need to move decisively to confront the loss of defense-related revenues and jobs. In FY 2015 Cambria County secured funding from the United States Department of Defense Office of Economic Adjustment Office to complete a study that analyzed the county's current Department of Defense funded contractors and the local economy. A final plan was developed in October 2015 titled the Cambria County Defense Transition Study (CCDTS) that detailed several implementation strategies to help local defense contractors diversify from Department of Defense contracts. Cambria County began the implementation of all of the key strategies identified within the CCDTS in FY 2016/2017 and determined that the strategy most likely to bring us to our primary goal of diversification for our local DOD contractors and supply chain companies is our Bridge to Pittsburgh Initiative. It is now Cambria County's intent to establish a Program Manager for the Bridge to Pittsburgh Program from April 2018 – February 2019. This will be accomplished as the County achieves the following objectives:

1. Provide project management of the Bridge to Pittsburgh Initiative.
2. Coordinate efforts of all of the Bridge to Pittsburgh contractors to:
 - a. Provide technical assistance to local defense contracting companies to aid them in diversifying from Department of Defense contracts.
 - b. Provide technical assistance to partner organizations to implement projects and programs that help improve the local economy.
 - c. Provide coordination between local DOD contractors and supply chain companies and businesses and organizations within the Pittsburgh Region.
 - d. Provide coordination between Cambria County Government and Municipal Governments, and Allegheny County Government and Municipal Governments as activities relate to DOD contractors and supply chain companies.

TASKS TO BE PERFORMED

The following describes the overall scope of work of the proposed project and the work tasks the selected contractor will complete.

Cambria County will enter into a contract with an independent contractor to perform work duties in the role of Program Manager of Cambria County's DOD OEA Bridge to Pittsburgh Project. The contractor will work with the county's existing Bridge to Pittsburgh contractors to engage with Pittsburgh area businesses, with a special focus on Information Technology companies. The Program Manager will be the key contact for Bridge to Pittsburgh activities and data keeper of all project activities. The Program Manager will report to the Project Coordinator, John Dubnansky. Cambria County desires a contractor with extensive business contacts and knowledge of how to develop business partnerships, and grow business revenues and staffing. The chosen contractor will perform their work tasks in both the Pittsburgh and Cambria County geographic areas.

The contractor will complete the following tasks in their role as Program Manager:

- Works directly with Cambria County defense contractors in finding ways to help them diversify their business.

- Works directly with Allegheny County businesses and organization in support of the diversification of Cambria County defense contractors.
- Works with the Project Coordinator on the implementation of activities found within Cambria County's contract with the United States Department of Defense Office of Economic Adjustment.
- Serves as the first point of contact for all Cambria County Defense Industry Diversification Program inquiries.
- Assists the Project Coordinator with the administration of Cambria County Defense Industry Diversification Program contracts and complete required reports.
- Maintains existing and new relationships that support the Cambria County Defense Industry Diversification Program.
- Maintains a database consisting of Cambria County Defense Industry Diversification Program activity, especially business needs.
- Manages the Bridge to Pittsburgh Partnership and Implementation contractors efforts in the development and management of the www.bridgetopittsburgh.com website and associated social network sites.
- Develops and facilitates a strategy to financially sustain the Cambria County Defense Industry Diversification Program.
- Travels to, and participates in, Bridge to Pittsburgh related business meetings and events.
- Creates program progress reports upon request.
- Creates press releases upon request.

The contractor is expected to work mobile, supplying their own laptop, software, and mobile smartphone. Scheduled office space will be provided to the contractor within Johnstown, PA, as needed. Access to the Cambria County Wi-Fi system will be provided while working within the Central Park Complex. Conference room space will also be made available to the contractor within the Central Park Complex, as needed, to conduct business meetings.

Extensive travel is expected with the position of Program Manager. Regular travel is expected between Cambria County and Allegheny County. All travel costs, including transportation, hotel, fuel, tolls, meals, etc., are the responsibility of the contractor.

No fringe benefits are provided to the contractor.

The contractor is expected to adhere to all local, state, and federal laws and regulations regarding operating as an independent contractor.

FINAL DELIVERABLES

The selected contractor will provide Cambria County one Microsoft electronic database file on CD that contains Bridge to Pittsburgh project information. Minimum information to be included within this database will be business contacts made, meeting dates, meeting attendees, business contact information, type of business activity, expected completion dates, etc. A draft design of the database will be submitted to the Project Coordinator by May 4, 2018. All final deliverables are due to Cambria County by February 28, 2019. The contractor will also provide monthly progress reports and financial invoices to the Project Coordinator, John Dubnansky, via email. The hours worked by the consultant will be documented within the monthly progress reports.

IMPLEMENTATION TIME FRAME

An award of this project is expected to be made to the contractor by 3:00 PM on April 14, 2018, with work beginning on the project at 8:00 AM on April 16, 2018. These are anticipated dates, and are subject to change. The contractor will be expected to work Monday – Friday, from 8:00 AM – 4:00 PM, with a 30-minute break for lunch. The term of the contract will be from April 16, 2018 - February 28, 2019. Flex time will be permitted to the contractor with prior approval by the Project Coordinator. The contractor will not be expected to work on Cambria County holidays.

PROJECT BUDGET

Cambria County is making available up to \$73,500 for this service contract. The \$73,500 of funding is contingent upon continued funding from the United States Department of Defense Office of Economic Adjustment. The \$73,500 is the maximum expected budget for this project but may be less if the United States Department of Defense Office of Economic Adjustment ends the grant agreement with Cambria County prior to February 28, 2019. If funding is ended from the United States Department of Defense, the contractor will be provided notice two weeks prior to the end of their contract. No project funding can be used for the supplantation of other sources of federal or state funding. The expected invoice amounts from the contractor to Cambria County and invoice due dates are as follows:

- April 2018: \$3,500 – Invoice due May 7, 2018
- May 2018: \$7,000 – Invoice due June 7, 2018
- June 2018: \$7,000 – Invoice due July 7, 2018
- July 2018: \$7,000 – Invoice due August 7, 2018
- August 2018: \$7,000 – Invoice due September 7, 2018
- September 2018: \$7,000 – Invoice due October 7, 2018
- October 2018: \$7,000 – Invoice due November 7, 2018
- November 2018: \$7,000 – Invoice due December 7, 2018
- December 2018: \$7,000 – Invoice due January 7, 2019
- January 2018: \$7,000 – Invoice due February 7, 2019
- February 2018: \$7,000 – Invoice due March 7, 2019

ADDITIONAL REQUIREMENTS

All federal laws, regulations, and requirements must be adhered to throughout this project. A disclaimer statement must appear on the title page of any report prepared under this grant. It will read:

“This study was prepared under contract with the Cambria County, Pennsylvania, with financial support from the Office of Economic Adjustment, Department of Defense. The content reflects the views of the Cambria County, Pennsylvania and does not necessarily reflect the views of the Office of Economic Adjustment or the U.S. Department of Defense.”

PROPOSAL SUBMISSION REQUIREMENTS

The following content, in order, should be supplied to Cambria County by the consultant as part of their proposal submission:

- Executive Summary/Cover Page (1 page maximum)
- Proposal Narrative (3 page maximum)

- Project and Program Management Experience (3 page maximum)
- Contractor Resume (3 page maximum)
- Vendor Information Sheet (1 page)
- Non-Collusion Affidavit (1 page)
- Contractor Service Contract (unlimited pages)

VENDOR INFORMATION

VENDOR NAME (PRINTED): _____

ADDRESS: _____

PHONE NUMBER: _____

AUTHORIZED SIGNATURE: _____

NAME (PRINTED): _____

TITLE: _____

NON-COLLUSION AFFIDAVIT

Commonwealth of Pennsylvania)
)
County of Cambria) ss.

I, _____,* being duly sworn, depose and say:

1. I am _____,** of _____,**
the party making the foregoing proposal (hereinafter “the Proposer”);
2. The proposal is genuine and not collusive; the Proposer did not collude, conspire, connive, or agree, directly or indirectly with any proposer or other person that such other proposer or person should refrain from proposing or submit a sham proposal; did not in any manner directly or indirectly seek, by any agreement or collusion or communication or conference with any person, to fix the proposal price of any proposer, or to fix any overhead, profit, or cost element of the proposal price; did not collude, conspire, or agree to secure any advantage against the County of Cambria or any person interested in the proposal
3. The Proposer did not directly or indirectly submit this proposal, or the contents thereof, or divulge information or data relative thereof, or divulge information or data relative thereto to any other proposer or association, or to any agent or member thereof.
4. I have / have not**** been convicted or found liable for any act prohibited by Federal or State law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three years. (Such a conviction or finding of liability does not prohibit a government agency from accepting a bid from or awarding a contract to that person, but it may be grounds for administrative suspension or debarment in the discretion of the government agency under the rules and regulations of that agency or, in the case of a government agency with no administrative suspension or debarment regulations or procedures, may be grounds for consideration on the question of whether the agency should decline to award a contract to that person on the basis of lack of responsibility.)
5. The statements made herein are true to the best of Affiant’s knowledge and belief.

SIGNATURE OF AFFIANT

Sworn and subscribed before me this _____ day of _____, 20____.

SIGNATURE OF NOTARY PUBLIC

(SEAL)

My Commission expires _____

- * Print or type the name of Affiant.
- ** Print or type the office (owner, president, etc.) of Affiant.
- *** Print or type the name of entity submitting the proposal.
- **** Strike through “have” or “have not” as appropriate.