

REQUEST FOR PROPOSALS

Cambria County Bridge to Pittsburgh Implementation Project RFP – February 2018

BOARD OF CAMBRIA COUNTY COMMISSIONERS

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

PROCEDURE

ORIGINAL PROPOSAL AND COPIES

The proposal must contain the completed “Vendor Information” and “Non-collusion affidavit” pages provided within this RFP. The vendor must submit **one Original Proposal, six (6) exact copies of their original proposal, and one electronic Adobe PDF copy of their proposal on a CD.** The Original Proposal must be marked on the front “ORIGINAL”. The copies must be marked on their front “COPY”. All proposals must include a detailed budget narrative.

PREPARATION OF PROPOSALS

Proposals **must** be placed in a sealed envelope and marked:

Cambria County Bridge to Pittsburgh Implementation Project

The name and address of the vendor must be marked on the sealed envelope.

DELIVERY OF PROPOSALS

Proposals must be received in the *Cambria County Commissioners’ Office, Cambria County Courthouse, 200 South Center Street, Ebensburg, Pennsylvania, 15931*, no later than **February 13, 2018 at 3:00 PM.** All proposals should be put to the attention of the Cambria County Project Coordinator, John Dubnansky.

INQUIRIES AND ADDENDA

Should the vendor 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 February 12, 2018 at 3:00 PM. **Cambria County will not be responsible for any oral instructions.**

DUTY OF VENDOR TO MAKE NECESSARY INVESTIGATIONS

Before submitting a proposal, each vendor 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 vendor 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 vendor.

EXPENSES INCURRED IN PREPARING PROPOSAL

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

NON-COLLUSION AFFIDAVIT

Each vendor 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 be 12 months or as negotiated, and shall commence upon the date an agreement is entered with the Cambria County Board of Commissioners.

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 past or present 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 consultant 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 Cambria County's DOD companies and supply chain companies.
6. Knowledge of Allegheny County's current business climate.
7. Knowledge and experience with United States Department of Defense contracts.
8. Knowledge and experience with United States Department of Defense Office of Economic Adjustment programs.
9. The consultant's additional suggestions on how to best implement Bridge to Pittsburgh strategies and connect with the Pittsburgh Region business environment.
10. Project Budget/Cost of Service.

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/consultant. 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 fully implement the Bridge to Pittsburgh Initiative in FY 2018. This will be accomplished as the County achieves the following objectives:

1. Provide technical assistance to local defense contracting companies to aid them in diversifying from Department of Defense contracts.
2. Provide technical assistance to partner organizations to implement projects and programs that help improve the local economy.
3. Provide coordination between local DOD contractors and supply chain companies and businesses and organizations within the Pittsburgh Region.
4. 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 consultant will complete.

Cambria County will hire a professional economic development consultant to support the implementation of the Bridge to Pittsburgh Initiative. The Bridge to Pittsburgh Initiative was identified within the CCDTS as a strategy that highlighted the opportunity Cambria County businesses and organizations have based on the Pittsburgh Region's aggressive growth in the Information Technology industry that has created over 10,000 Information Technology companies located less than 75 miles away from Cambria County. Cambria County is confident that many of our local DOD contractors and supply chain companies can diversify their businesses by working with the Pittsburgh Information Technology Industry. Cambria County has learned during FY 2016/2017 that many of these Pittsburgh companies are growing and diversifying themselves, creating a need for staffing and other industries expertise. This has created opportunities for our local DOD contractors and supply chain companies to play a part in this growth with their underutilized staffing resources, equipment, and knowledge of multiple industries. The Bridge to Pittsburgh Initiative has been well discussed within the Pittsburgh Region and promoted by our partners including the Pittsburgh Technology Council, Allegheny County Government, and Carnegie Mellon University. With much of the Bridge to Pittsburgh Initiative groundwork completed, it is now time to fully implement this strategy and begin the process of having

our local DOD contractors and supply chain companies talking/working with Pittsburgh-based companies to aid us in minimizing the negative effect the cuts in local DOD contracts have had on Cambria County and our local economy.

This consultant will help Cambria County complete the following key Bridge to Pittsburgh work tasks:

1. Assistance to Cambria County DOD contractors and supply chain companies with their diversification efforts away from DOD funding. Examples of the assistance provided include market analysis, review of current business services and product development, identification of commercialization opportunities, international market opportunities, identification of supply chain improvements, workforce development issues, and contact with larger defense and civilian companies for the purpose of subcontracting out excess or unused manufacturing capacity, etc.
2. Relationship building between Cambria County DOD contractors and supply chain companies, and Pittsburgh area businesses and organizations. With a specific focus on developing partnerships with Carnegie Mellon University, University of Pittsburgh Medical Center, Allegheny County Government, and Pittsburgh-based Information Technology companies.
3. Bridge to Pittsburgh website and social media maintenance as requested by Cambria County.
4. Identification and assistance to a minimum of two small businesses that are owned by Cambria County resident, current or former DOD employees that aids them with the development of their business.
5. Direct support of the Cambria County Program Manager as requested by the Cambria County Project Coordinator.
6. Coordination with Allegheny County Government and City of Pittsburgh Government on activities that effect our local DOD industry
7. Regular updates/maintenance to the Bridge to Pittsburgh website and social media sites. Including new information on all of the financial incentives of doing business within Cambria County.

A minimum of 60 Pittsburgh area companies will be assessed to determine how they could connect with local Cambria County DOD contractors and supply chain companies. Each assessment will include a basic SWOT (strengths, weaknesses, opportunities, and threats) analysis for each Pittsburgh based company identified. SWOT analysis will also occur for at least 20 Cambria County DOD contractors and supply chain companies. The steps in this evaluation process will include completing the initial SWOT analysis, coordination with the chosen Pittsburgh Partnership group to connect with targeted Pittsburgh area companies, in-person meetings with local Cambria County DOD contractors and supply chain companies, and their potential match up company within the Pittsburgh Region, additional research and follow-up activities once the meetings have occurred, and then a determination of which opportunities may, and may not be, beneficial to pursue further. Of those 60 evaluations, a total of 10 will be continued with and further assisted, with a minimum of five Cambria County DOD contractors and supply chain companies being assisted to the point that it will help them diversify their business and maintain/grow their operations by January 31, 2019.

Task one may require participation to be limited. Companies that will be provided assistance through this project include those DoD contractors that had at least one contract with the DoD since January 1, 2015, or had DoD contracts from 2008 – 2014 that made up at least 10% of their annual revenue. Assistance will also be provided to supply chain companies that worked with these DoD contractors. The supply chain companies would have provided service to a local DoD contractor since January 1, 2015. In situations where assistance or participation is limited, those DoD contractors with the greatest share of DoD contracts since January 1, 2015 will be rated as high priority, and chosen above those companies with fewer contracts. DoD share will be based on the overall percentage of company contracts, not dollar value. This DoD share of work also applies to our supply chain companies.

FINAL DELIVERABLES

The selected consultant will provide Cambria County one electronic PDF file of each project document created through this project. All draft deliverables must be provided to Cambria County by January 25, 2019. All final deliverables are due to Cambria County by February 20, 2019. The consultant will also provide monthly progress reports and financial invoices to the Project Coordinator, John Dubnansky, via email, every month. Below is a list of deliverables expected from this proposal:

- A document highlighting the assistance provided to Cambria County DOD contractors and supply chain companies with their diversification efforts away from DOD funding. This will include information about the 60 companies assessed. A minimum of five Cambria County DOD contractors and supply chain companies will be assisted to the point that it will help them diversify their business and maintain/grow their operations by January 31, 2019. Information on which Pittsburgh businesses are growing their operations in FY 2018 and beyond will also be included within this report. All other assistance efforts will also be included within this document. This document will be known as the *Bridge to Pittsburgh FY 2018 DOD Businesses Progress Report*.
- A document highlighting the relationship building between Cambria County DOD contractors and supply chain companies, and Pittsburgh area businesses and organizations. With a specific focus on developing partnerships with Carnegie Mellon University, University of Pittsburgh Medical Center, Allegheny County Government, and Pittsburgh-based Information Technology companies. This document will be known as the *Bridge to Pittsburgh FY 2018 Partnership Progress Report*.
- A document highlighting the updates made to the Bridge to Pittsburgh website and social media sites as requested by Cambria County. This document will be known as the *Bridge to Pittsburgh FY 2018 Website and Social Media Progress Report*.
- Identification and assistance to a minimum of two small businesses that are owned by a Cambria County resident that is a current or former DOD employee that aids them with the development of their business. Documentation of this assistance will be provided to Cambria County in a document known as the *Bridge to Pittsburgh FY 2018 Small Business Progress Report*.

- The creation of a document that will include information on all of the key actions taken by Cambria County in utilizing the Pittsburgh Region’s resources to help Cambria County diversify their local economy. This document should be created with the mindset that it will be utilized as a template for other communities interested in diversification. This document will be known as *Cambria County’s leveraging of the Pittsburgh Region to help diversify their local economy*.

IMPLEMENTATION TIME FRAME

All work tasks must be completed by January 25, 2019. An award of this project is expected to be made to the consultant by 3:00 PM on February 15, 2018, with work beginning on the project at that time.

PROJECT BUDGET

Cambria County is making available up to \$180,000 for this service contract. The consultant must disclose in their proposal the total amount of funding needed to complete the required work tasks along with an estimated billing schedule. The \$180,000 of funding is contingent upon the successful award of a grant from the United States Department of Defense Office of Economic Adjustment. The \$180,000 is the maximum expected budget for this project but may be less depending on the amount of the United States Department of Defense Office of Economic Adjustment grant award. Budgets provided within consultant proposals should be flexible to adjust for the possibility of a budget less than \$180,000. A total of 10% of the contract amount will be withheld from the consultant until all project deliverables have been delivered and accepted by the Cambria County Project Coordinator. If the final deliverables are deemed unacceptable by Cambria County then the 10% withholding will not be paid to the contractor. No project funding can be used for the supplantation of other sources of federal or state funding.

ADDITIONAL REQUIREMENTS

This project is being funded, in part, by the United States Department of Defense. 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 document 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.”

Each consultant must supply a list and brief resume of key staff that will work on this project. Once an agreement between Cambria County and the consultant has been executed no changes to the assigned consultant staff may occur without written authorization of the Cambria County Project Coordinator, John Dubnansky.

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 (1 page maximum)
- Proposal Narrative (12 page maximum)
- Budget Narrative and Detail (3 page maximum)
- Project Experience and Resumes (8 page maximum)
- Vendor Information Sheet (1 page)
- Non-Collusion Affidavit (1 page)
- Draft Contract between the consultant and Cambria County (no maximum)

*Reminder: The vendor must submit one Original Proposal, six (6) exact copies of their original proposal, and one electronic Adobe PDF copy of their proposal on a CD.

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.

