

# **REQUEST FOR PROPOSALS**

## **Cambria County Bridge to Pittsburgh, Pittsburgh Partnership**

### **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 Partnership 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](mailto: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. Strong knowledge of Allegheny County's current business climate.
7. The consultant's additional suggestions on how to best connect Cambria County defense contractors with Pittsburgh Regional businesses and organizations.
8. 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 enter into a contract with a Pittsburgh-based organization that regularly interacts with the Pittsburgh area business environment, with a special focus on Information Technology companies. Cambria County desires an organization that has a high local knowledge of the Pittsburgh area business climate and relationships with these businesses. The chosen consultant will also have the experience and knowledge on how best to promote the Bridge to Pittsburgh Initiative to support Cambria County's goals.

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

- Provide information on up to 60 Pittsburgh area companies to the Cambria County Bridge to Pittsburgh Implementation consultant.
- Make a minimum of 20 connections/meetings to Pittsburgh based businesses/organizations for Cambria County DOD contractors and supply chain companies.
- Educate a minimum of 20,000 Pittsburgh based businesses/organizations about the Bridge to Pittsburgh Initiative.

- Assist in the identification of Growing Pittsburgh-based Companies that could potentially Partner with Cambria County's DOD Contractors and Supply Chain Companies
- Help conduct outreach to the Pittsburgh Region about the Cambria County Bridge to Pittsburgh Initiative

## **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 15, 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 which 60 companies information was provided to Cambria County and their Bridge to Pittsburgh Consultant. Additional information about the 20 business connections in which a meeting was conducted will be included in this report. This document will be known as the *Bridge to Pittsburgh Partnership FY 2018 DOD Business Report*.
- A document highlighting the relationship building between Cambria County DOD contractors and supply chain companies, and Pittsburgh area businesses and organizations. This document will be known as the *Bridge to Pittsburgh Partnership FY 2018 Relationship Report*.
- A document highlighting the efforts taken to promote the Bridge to Pittsburgh Initiative. A minimum of 20,000 people will be educated about the initiative. This document will be known as the *Bridge to Pittsburgh Partnership FY 2018 DOD Awareness Report*.

## **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 \$35,000 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 \$35,000 of funding is contingent upon the successful award of a grant from the United States Department of Defense Office of Economic Adjustment. The \$35,000 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 \$35,000. 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**

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.”*

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 (8 page maximum)
- Budget Narrative and Detail (2 page maximum)
- Project Experience and Resumes (6 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.



