

Greenville-Eastern North Carolina Regional Alliance

REQUEST FOR PROPOSALS FOR INTERIM MANAGEMENT SERVICES

Proposals due by April 12, 2019, 5:00PM

Email proposal to: Kathy Howard, Greenville Utilities Commission, howardkp@guc.com

Project Overview

Pitt County Committee of 100, City of Greenville, Greenville Utilities Commission, and potentially other municipalities, allies, and the private sector are merging economic development efforts into a public-private, nonprofit economic development organization. The new organization is seeking proposals from qualified consulting firms and contractors to provide interim management services as the new organization is formed.

Background Information

The collaboration between economic development programs was initiated by a desire to expand and enhance the economic development program, collaborate with all economic development allies and partners, interest from private sector to be involved in economic development, and increased funding for economic development.

In February 2018, Convergent Nonprofit Solutions was retained to complete a fundraising feasibility study. The themes of that study were that economic growth could be stronger, economic development efforts are fractionalized, and collaboration would create more success. Approximately 78% of interviewees support creating a public-private partnership. Convergent recommended a public-private partnership and a fundraising campaign.

In September 2018, Creative Economic Development Consulting was engaged to facilitate the exploration of a public-private nonprofit corporation. In October 2018, local governments appointed an Economic Development Working Committee to investigate a public-private partnership. Creative EDC facilitated meetings of the Working Committee November – January. The group reached consensus on a countywide public-private nonprofit economic development alliance in December. In January, Pitt County government representatives to the Working Committee withdrew support. The City, Committee of 100, Greenville Utilities, and allies are forging ahead. Creative EDC continues to facilitate organizational development for the group. Through this RFP, they are seeking an interim director to initiate and implement a program of work.

Scope of Services

- Facilitate continued collaboration between the Committee of 100, City of Greenville, Greenville Utilities Commission, municipalities, and allies. Pitt County Government may be included in the future.
- Facilitate the organizational steps needed to stand up a new nonprofit economic development organization. These could include:

- Facilitate Memorandums of Understanding between local governments and the new organization.
- Provide support to a fundraising consulting firm.
- Develop a staffing model and fill key positions.
- Establish an economic development office.
- Develop policies, procedures, and operational documents.
- Develop and implement short-term/interim program of work for the city (and municipalities that invest) that can be carried out while fundraising is underway.
- Develop an interim budget to carry out the program of work.
- Develop and implement a communications strategy to keep investors, stakeholders, and the community informed of the new organization's development.
- Establish relationships between the organization and economic development organizations at the local, regional, and state levels.
- The length of the engagement is unknown at this time. It may extend throughout the fundraising campaign, estimated to take 9+/- months.

It is anticipated that the interim manager/management team will be on site in Greenville 3+/- days a week with other duties performed remotely.

Content of Proposal

1. Cover letter signed by a representative of the firm.
2. Firm overview and qualifications.
3. Detail how the firm will carry out the scope of services.
4. Experience and expertise of the project team. Identify roles that each staff member will play.
5. Provide at least three references for similar projects with contact information.
6. Disclose any possible conflicts of interest with the Pitt County Committee of 100, City of Greenville, and Greenville Utilities.
7. Provide hourly rates of all staff and estimated monthly hours devoted to this project. Detail invoicing and expense reimbursement processes.

Timeline

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| • Request for Proposals | March 25, 2019 |
| • Clarifying discussions | March 25 – April 3, 2019 |
| • Proposals due via email | April 12, 2019 |
| • Committee review process | April 15 – 18, 2019 |
| • Interviews, if needed | April 22 - 26, 2019 |
| • Consulting engagement begins | May 1, 2019 |

Proposal Delivery

Email proposal by April 12, 2019, 5:00PM to:

Kathy Howard, Greenville Utilities Commission

howardkp@guc.com

No late proposals will be considered.

Questions

A **telephone call** may be scheduled for more information. No in person meetings. To schedule a phone call March 25 – April 3, contact:

Kathy Howard, Business Development Specialist

Greenville Utilities Commission

howardkp@guc.com

Additional Information

The committee may request additional information to assist in the review process. It may require new proposals from interested parties, and it may reject any or all proposals responding to this RFP. The committee may re-issue this RFP if it determines that it is in the best interests the organization. Issuing this RFP does not bind the committee to making an award. The committee administers the RFP and reserves the right to adjust the dates for this RFP for whatever reason it deems appropriate.

All costs incurred in preparation or presentation of a proposal shall be borne by the consultant. Proposal preparation costs are not recoverable under an award. The committee shall not contribute in any way to recovering the costs of proposal preparation or presentation, including travel expenses for on-site presentations.

The award decisions of the committee under this RFP are final. All consultants will be notified of the outcome of their proposals after final approval.