



East Metro
Economic
Alliance

Request for Proposal Professional Services for East Metro Economic Alliance

President:
Tom Perrick
JPMorgan Chase

President Elect:
Dr. John Sygielski
Mt Hood
Community College

Treasurer:
Barb Cardinale
KeyBank

Exec Director:
Travis Stovall

RFP Timeline and Submittal Requirements:

Opening Date: June 17, 2010

Closing Date: June 30, 2010

Winning Bid Announcement: No later than July 15, 2010

The Professional Services Firm or Contractor shall:

1. Provide background and experience credentials for services of similar scope and size.
2. Submit a minimum of three client references, including contact name, telephone number, name and dates of service delivery.
3. Submit a proposal that includes details clearly describing your perception of and approach to the required services, including a percentage estimate of the major roles described below (e.g. estimated percentage of time committed for membership recruitment and retention, marketing, programs and administration/operations).
4. Include the submitting firms name and contact information and include the signature of an agent legally able to sign binding contracts for the company.
5. Provide RFP response by June 30, 2010 at 4 p.m. Responses may be submitted by email to thomas.a.perrick@jpmchase.com or by fax, 503-238-3210. If responding firms would like to submit a hard copy of their response, please contact Tom Perrick at 503-312-0636 to make arrangements. Responses coming in later than 4 p.m. on June 30, 2010 will remain unopened and will not be considered.

Description of Services:

The *East Metro Economic Alliance (EMEA)*, a non-profit organization focused on economic development advocacy in East Multnomah County, Oregon is seeking a professional services firm or contractor to administer the affairs of the organization. The work includes but is not limited to an emphasis on membership growth and retention; serving as a spokesperson for the organization; developing informational and marketing materials; and arranging monthly Board meetings and programs. The work requires political understanding and acumen, technical capabilities as well as an understanding of economic development processes and issues.

Major roles and responsibilities include:

- Provide administration of the organization's work program coordinating with all stakeholders.
- Develop and execute a plan for membership recruitment and retention. Such a plan is vital to the long-term financial viability and strength of the organization.
- Develop and maintain a strategic plan that attains the major objectives and budget of the organization.
- Attend meetings, external and internal to the organization in order to keep abreast of issues as well as communicate the organization's perspective.
- Conduct briefings on EMEA activities and initiatives to outside organizations.
- Serve as a spokesperson (public relations in the broad sense) for the organization and Board of Directors, supplementing the roles of the President and President-Elect in particular.
- Develop and present to appropriate organizations and individuals, promotional and educational materials.
- Coordinate the organization's interests, activities and initiatives with economic development and workforce groups at local, regional and state levels.
- Maintain and provide general as well as specific information on existing EMEA members/member organizations.
- Develop and administer the organizations monthly Board meetings and program's, including the administration of any standing or special Committees or sub-Committees the Board may appoint.
- Develop and administer the organization's budget; monitor revenues and expenditures.

EMEA estimates the position will involve approximately 160 hours of work per month (1 FTE). Preference of bid is for a monthly fee as opposed to an hourly rate. Up to \$72,000 may be available to support this position – from July 1, 2010 through June 30, 2011. Availability of funding past that point will depend on the level of support for regional economic development marketing—as a consequence of the work of the EMEA and other organizations during the next year.

Professional Services Firm or Contractor will need to provide their own office space, and equipment (computer, phone, access to fax, copier).

Proposals will be evaluated on their cost, experience, depth of understanding of East Multnomah County, Oregon and its specific issues. EMEA reserves the right to reject, at their discretion, any or all proposals received. Proposal must address the following: approach and experience in performing related work, estimate of how the work described above can be performed within the overall time allotted and the fee structure as bid. The proposal should also include a preliminary work plan/schedule for the initial 60 day period – addressing the steps and topics of focus necessary to become familiar with the organization, its members, priorities and desired deliverables.

Qualifications:

The qualified Professional Services Firm or Contractor shall:

1. Be experienced in providing consulting and administrative services for projects of similar scope and size

2. Demonstrate the experience/skills required for this position
3. Build relationships between organizations and businesses, both public and private
4. Be experienced in financial, project and personnel management
5. Possess strong communication and public speaking skills
6. Have the ability to manage up, down and laterally
7. Operate independently to achieve individual and organizational deliverables
8. Accomplish deliverables by working through/with others
9. Possess strong computer skills, including a working knowledge web applications
10. Possess critical thinking and problem solving skills
11. Demonstrate the experience/skills desired for this position including:
 - i. Working with a non-profit, volunteer Board of Directors
 - ii. Working with government entities
 - iii. Possessing local knowledge of East Multnomah County community, business and municipality environments or equivalent experience

Selection Process:

Professional Service Firms or Contractors will be evaluated on interviews, work experience and references. Furthermore, we will be looking for firms that can bring value propositions to ensure a budget conscious approach to the required services.

Steps to successful selection:

1. Review proposals
2. Contact References
3. Interview top firm(s)
4. Once a firm or contractor is chosen, a contract will be negotiated, executed and announced