

**REQUEST FOR PROPOSAL FOR
CONSULTING SERVICES – HIGH VALUE WOOD PRODUCTS, REGION 3
Issue Date: November 3, 2017**

Overview

The Southside Planning District Commission is seeking proposals from qualified Firms/Individuals to provide certain contractual consulting services related to the implementation of the GO Virginia initiative for Region 3. GO Virginia is a new initiative of the Commonwealth of Virginia intended to grow and diversify Virginia's economy and create jobs through state financial incentives for regional projects that encourage collaboration between private sector companies, workforce, education and government in each region. GO Virginia Region 3, also known as the Southern Virginia GO Region, consists of the localities in Planning District 12 (Counties of Patrick, Henry and Pittsylvania and the Cities of Martinsville and Danville); Planning District 13 (Counties of Halifax, Mecklenburg and Brunswick); and Planning District 14 (Counties of Charlotte, Buckingham, Lunenburg, Nottoway, Amelia, Prince Edward, and Cumberland). Regional Council 3 (COUNCIL) is charged with the implementation of the GO Virginia program for those jurisdictions.

Services to be Provided

The Southside Planning District Commission (PDC) has been designated by COUNCIL as its Support Organization and Fiscal Agent with the expectation and responsibility of entering into contracts, subcontracts, and other agreements, needed to carry out the responsibilities of the PDC in its capacity as the Support Organization and Fiscal Agent for the COUNCIL.

Services include but are *not* limited to the following:

- Development of strategies, approaches and potential projects that will result in the highest probability of outcomes for Areas of Critical Need as defined in the Region 3 Growth & Diversification Plan, specifically in the area of *High Value Wood Products*, including but not limited to:
 - Inventory and cataloguing of high value wood products national and international industry leaders, as well as products and the drivers for the growth of the industry, to identify high-value opportunities that match the resources available in the Region 3 footprint
 - Inventory and cataloguing of the partners and capabilities within the Region 3 footprint, and adjacent to the Region 3 footprint, with expertise in, or focus on, growth of the high value wood products sectors
 - Development of a regional approach to growing the sector's talent and workforce needs by leveraging workforce development assets strategically
 - Development of a regional approach to growing the sector through business formation, expansion or attraction
 - Design of a Regional Collaboration that enables the Region to position itself more competitively to industry leaders in the sector
- Development of strategies, approaches and potential projects that will result in enabling existing initiatives that are aligned with *High Value Wood Products*, that can be scaled up and further expanded within the Region, including but not limited to:
 - Entrepreneurship and small business development
 - Career pathway development

- Branding and image development for the Region
- Identification of sources of support for *High Value Wood Products* projects and strategies to engage such support.
- Other advisory services as needed.

Timing of Performance

Work will begin immediately upon signing of the MOU and is to be completed within 90 days thereafter. Region 3 Council is expected to take action on approving the MOU no later than February 2018.

Submission of Proposal

Firms/individuals shall submit electronically the following information listed below and all other information identified in the Request for Proposals. The submittal shall include the following items:

Letter of Interest

At a minimum, the letter of interest should include the following:

- a. The name and address of the Consulting Firm/Individual and the states in which incorporated.
- b. The name, address, telephone number, and e-mail address of the designated contact and principals authorized to conduct negotiations for the Consulting Firm/Individual.
- c. A brief description of the Consulting Firm/Individual's interest in performing the required services.
- d. A brief description of the Consulting Firm/Individual's approach to the Project.
- e. Description of previous experience with the proposed services and products.

Description of Qualifications and Experience

Qualifications and experience must address the requirements of this RFP in accordance with the scope of services requested. At a minimum, this section should include the following:

- a. Overview of Firm/Individual, including size of organization and types of services provided.
- b. Applicable individual and corporate Virginia licensing and/or certification information.

Evaluation and Award of Contracts

Southside PDC reserves the right to make no award, or to award more than one contract for services requested in this RFP. Generally, the Southside PDC will consider the Firm/Individual's overall suitability to provide the services outlined in the request within the time, budget and operational constraints that may be present, and the offeror's background and experience related to these services.

The Southside PDC is an Equal Opportunity Employer. Submittals shall not exceed four pages. The Southside PDC reserves the right to reject any and all proposals. Firms/Individuals will not be compensated for time spent preparing responses to this RFP. Questions regarding this RFP shall be directed to Gail Moody, Executive Director, Southside PDC at gmoody@southsidepdc.org or calling 434.447.7101.

Proposals are due **Friday, December 8, 2017** at 2:00 p.m. to the address listed below:

Gail P. Moody
Executive Director
gmoody@southsidepdc.org