



US Hwy 169 Corridor Coalition

Working together to enhance safety, reduce congestion and maximize economic development along the US Highway 169 inter-regional corridor.

Request for Proposals

Communications/Technology and Administrative Support Services

Submission of Proposal

Lisa Schickedanz
Scott County Community Services Division
Physical Development
Highway Facility
600 County Trail East
Jordan Minnesota 55352
(952) 496-8892

PROPOSALS MUST BE RECEIVED BY 4:00 PM, JULY 22, 2013

Introduction

Request for Proposals (RFP)

The Highway 169 Corridor Coalition (“Coalition”) is seeking responsive Proposals from a qualified Vendor to perform Communications/Technology and Administrative support services. A responsive Proposal is one that addresses and provides responses to all information requested in this Request for Proposal (RFP).

The Highway 169 Corridor Coalition was established in 2009 to bring attention to the needs of the US-169 corridor. The Coalition Board consists of elected officials and staff from counties, cities and townships located along the 169 corridor in Minnesota from Mankato to Edina. The Executive Committee is the governing body of the U.S. Hwy. 169 Corridor Coalition. It is responsible for setting the Coalition's budget, approving expenditures of Coalition funds, and adopting the work plan and legislative agenda. It consists of representatives of the Coalition Board. The Technical Committee is made up of staff representatives and provides a venue for the day to day work required in developing the budget proposals for the Coalition, technical information related to specific projects of interest in the Corridor, and development of materials to be used for marketing, distribution in connection with legislative efforts of the Coalition and other items as directed by the Board.

The Highway 169 Coalition Board currently meets bi-monthly on the second Thursday of the month from 7:00 PM to 9:00 PM. The Executive Committee meets monthly, on the second Thursday of each month from 5/5:30 PM to 7:00 PM. The Technical Committee meets on an as needed basis.

General Information

I. Definitions

PROPOSAL – A complete and properly signed Proposal to provide services for the sum stated and submitted in accordance with the Request for Proposal.

VENDOR - The person, consultant, corporation or other entity submitting a Proposal on items listed in the Request for Proposals and thereby agreeing to meet the terms and conditions of the specifications if awarded the contract.

II. Scope of Services

It is anticipated this work will require an average of thirty (30) hours per month. Specific work tasks and services include but are not limited to those listed below:

Statement of Services

1. Communications and Technology Services

a. Web Page:

- Coordinate updates with Bufflehead, the Coalition's web provider, as received
- Review web site monthly
- Provide updates to the calendar, meeting location/logistics, committee agenda's, approved minutes, and speakers' presentations
- Update with Corridor News (Highway projects, Economic Development projects, etc.)
- The web site platform is Unix/.php

b. Membership Publications:

- Create quarterly newsletter (graphics layout)
- Facilitate content for quarterly new letter
- Review content with Executive Committee for approvals
- Publish quarterly newsletter
- Distribute quarterly newsletter

c. Social Media:

- Establish Facebook and Twitter accounts
- Provide regular updates to social media accounts

2. Administrative Services

a. Executive Meetings:

- Coordinate meeting room/location logistics
- Draft agenda
- Email agenda, meeting minutes and any other meeting materials to Executive Committee per the bylaws
- Verify attendance of Executive Board members
- Attend meetings to set up room, including name tents and sign-in sheets, and take meeting minutes
- Work with Executive Committee to establish agenda for next Executive Committee Meeting and upcoming Board Meeting

b. Board Meetings:

- Work with Executive Committee to develop a list of speakers/topics for upcoming board meetings
- Invite and confirm speakers/tours
- Coordinate meeting room/location/speaker/tours logistics
- Draft agendas
- Email agenda, meeting minutes and any other meeting materials to full board per the bylaws
- Attend meetings to set up room, including name tents and sign-in sheets, and take meeting minutes

c. Technical Committee:

- Attend meetings on an as-needed basis

d. Legislative Strategy

- Set up and coordinate the logistics of the annual Legislative breakfast generally held at the League of Minnesota Cities building at 145 University Avenue W, St. Paul, MN
- Develop a document (booklet, pamphlet, etc.) outlining the legislative strategy developed by the Board

e. General Administrative Support

- Provide general administrative support to the Coalition, including, but not limited to:
 - Maintaining mailing lists and website contact lists
 - Drafting letters and other documents for approvals and signatures based on Executive Committee input
 - Distribution of annual invoices and monthly financial statements provided by Financial Officers
 - When a new member joins: send welcome letter, update contact lists, update letterhead if needed, and add to website

III. Submittal Requirements

Organization of Proposals

1. Title page (name, address, contact person, phone number, email address, date).
2. Vendor's/firm's profile/history/experience (including client references).
3. Specific Proposal for services.
4. Hourly costs for services.
5. Reimbursement Costs.
6. Proposals are limited to a total of 5 pages in length.

Mileage

1. Mileage will be reimbursed at the currently defined IRS Mileage Reimbursement Rate.
2. For the purposes of this position, "home base" is identified as the Scott County Courthouse at 200 Fourth Avenue West, Shakopee, MN. Only mileage from the Courthouse to off-site meeting locations will be eligible for reimbursement.

Insurance/Liability

1. The Vendor agrees to defend, indemnify and hold harmless the Coalition, its elected and appointed officials, employees, attorney, agents and representatives from and against any and all claims, costs, expenses, demands, actions or causes of action, including reasonable attorney fees and other costs and expenses of litigation, which may be asserted against or

incurred by the Coalition related to or arising from the services provided by Vendor, except those that arise solely from the negligence, willful misconduct, or other fault of the Coalition or its members.

2. The Vendor agrees to carry commercial auto liability insurance that should include Hired and Non-Owned. Minimum limits of liability shall be:

If split limits: \$1,000,000 each person/\$1,000,000 each occurrence for Bodily Injury
\$1,000,000 each occurrence for Property Damage

If combined single limit:\$1,000,000 per occurrence.

3. An Insurance Certificate evidencing that the above insurance is in force with insurance companies acceptable to Scott County and in the amounts required shall be required prior to the execution of any agreement.

CONTACT FOR QUESTIONS

Prospective responders who have any questions regarding this proposal may call, email or write:

Lisa Schickedanz
Scott County Community Services Division
Physical Development
600 Country Trail East
Jordan, MN 55352

Phone: 952-496-8892
Email: lschickedanz@co.scott.mn.us

Submission of Proposal

Each Vendor shall submit five (5) printed copies and one (1) electronic copy (Microsoft Word or Adobe Acrobat format preferred) of the Proposal no later than **4:00 PM, CST, JULY 22, 2013**. Proposals shall be delivered to:

Lisa Schickedanz
Scott County Community Services Division
Physical Development
600 County Trail East
Jordan Minnesota 55352

The outside of the Proposal package should be clearly marked "**Highway 169 Corridor Coalition Proposal for Communication/Technology and Administrative Support Services.**"

It will be the sole responsibility of the Vendors to have their Proposals delivered before the closing deadline. Late Proposals will not be considered and will be returned unopened to the sender. RFP responses must be sealed. **No responses will be accepted via facsimile or email.**

Any Proposal may be withdrawn or modified prior to the scheduled deadline for submitting Proposals. After the submittal deadline, Vendors may not modify, withdraw or cancel their Proposals for a minimum of sixty (60) days following the deadline.

The Coalition is not responsible for any costs incurred by the responding Vendor in the preparation of the Proposal or for any other cost to a Vendor associated with responding to the RFP. No reimbursement will be made by the Coalition for any cost incurred prior to a formal notice to proceed should an award of contract result from this solicitation.

All Proposals submitted in response to the RFP will be retained by the Coalition and not returned.

The primary Vendor is totally responsible for adherence by any subcontractors to all provisions of the contract including, but not limited to, the security of any data entrusted to their care.

The contract sum and any agreed upon variation thereof shall include all applicable tax imposed by law. <http://www.taxes.state.mn.us/>

Clarifications and Exceptions

The Coalition reserves the right to contact Vendors individually for the purpose of clarifying Proposals.

Any and all exceptions to the requirements of this RFP must be identified and fully explained in the submitted Proposal.

Condition of Receipt of Proposals

The Coalition reserves the right to reject any or all Proposals or parts of Proposals, and to accept part or all of Proposals on the basis of considerations other than lowest cost. The Request for Proposals does not obligate the Coalition to award any specific project. The Coalition reserves the right to cancel this solicitation or to change its scope if it is considered in the best interest of the Coalition.

IV. Proposal Evaluations

Proposals will be reviewed and a recommendation of award will be made based on the Proposal most closely meeting the needs outlined in this specification and providing the best value for the Coalition. The criteria to be used are:

1. Experience
2. Cost
3. Other criteria as determined by the Coalition.

V. Contract Award

The Coalition reserves the right to negotiate the final terms and conditions of the contract to be executed. In the event the Coalition and the Vendor are unable to agree upon all contract provisions, the Coalition reserves the right to cease negotiations, and to move on to select another Vendor or to reject all Proposals. Upon completion of negotiations agreeable to the Coalition and the Vendor, the Vendor shall enter into the Coalition's Standard Agreement for Professional Services (see Appendix B).

VI. Timetable

The Coalition intends to complete the selection process using the following schedule. However, the Coalition reserves the right to adjust or reschedule milestones as necessary.

Release Request for Proposal	July 3, 2013
Vendor Proposal Responses Due	July 22, 2013
Finalists Notified	July 26 2013
Vendor Interviews (if necessary) & Reference Checks Complete	July 29-August 2, 2013
Finalist Selected	August 5, 2013
Contract Awarded	August 8,2013
Consultant work begins	August 8, 2013