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Community Economic Resilience Fund (CERF) Planning Phase – Facilitation Services

REQUEST FOR PROPOSALS (RFP)

RFP No. CW23-01

Issued: August 9, 2023

Responses due: August 24, 2023 5:00 PM PST

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Attachment A: Proposal Form: Cover Sheet & Narrative	
Attachment B: Budget Form	
Attachment C: Redwood Region RISE Governance Structure	

1. SCOPE OF SERVICES

Background

North Coast Opportunities (NCO) is seeking proposals for facilitation of round tables across four counties – Del Norte, Humboldt, Lake and Mendocino. Facilitation will be from October 1, 2023 to September 30, 2024 for the Community Economic Resilience Fund (CERF) Planning Phase.

The purpose of the CERF Planning Phase is to support new plans and strategies to diversify local economies and develop sustainable industries that create high-quality, broadly accessible jobs for all Californians. Facilitator(s) will be responsible for assisting community members to dialogue, make decisions and produce a regional roadmap for economic recovery that centers equity and the transition to carbon neutrality.

Desired Facilitation Services

NCO seeks facilitation services that:

- Are rooted in human-centered design;
- Present a comprehensive facilitation strategy from October 1, 2023 to September 30, 2024;
- Support the inclusion of diverse perspectives, cultures, backgrounds, languages and abilities in economic development planning;
- Honors the contributions from diverse individuals;
- Presents a strategy to manage the dynamics of unequal power and influence in groups;
- Demonstrates experience in managing complex group dynamics;
- Designs the flow of meetings and supports the groups to achieve outcomes;
- Assist the groups in distilling complex ideas/topics/themes;
- Assist the groups in defining their decision-making processes;
- Manages/coordinates the exchange of information/ideas among the groups;
- Experience with facilitating hybrid meetings, across multiple sites;
- Assists the Redwood Coast Region to create the regional roadmap that is due to the State on July 30, 2024;
- Engages with the Redwood Region RISE Team for planning and coordination purposes; and
- Provides monthly progress reports to NCO.

NCO's Commitment to Equity and Inclusion

NCO is a Community Action Agency. Our mission, vision and values are deeply rooted in: Justice, Equity, Diversity, Inclusion, Impact, Innovation, Respect, Integrity and Resiliency. We aim to create an equitable and inclusive culture that fosters belonging. We seek to deepen understanding of diverse backgrounds, cultivate empathy and collaboration, and promote well-being of the communities we serve, our staff and partners. NCO celebrates and is enriched by the diversity of our whole community.

2. REQUEST FOR PROPOSAL PROCESS

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Eligible Proposers

“Proposer” is any individual or entity that submits a Proposal in response to this RFP. Individuals, sole proprietors, non-profit organizations, for profit organizations, and government entities are eligible to submit proposals.

RFP Inquiries and Requests for Information

Inquiries regarding the RFP may be made by email to the RFP Coordinator at riseoutreach@ncoinc.org with the subject line: RFP #CW2023-01.

RFP Schedule

The following schedule includes important dates for the selection process. These dates are subject to change. Please check the NCO website (www.ncoinc.org) for any changes.

DATE		EVENT
1	August 9, 2023	NCO issues RFP Packet
2	August 17, 2023	Deadline for submitting written questions to RFP Coordinator at riseoutreach@ncoinc.org
3	August 18, 2023	Written responses to RFP inquiries issued
4	August 24, 2023, 5:00 p.m. PST Late submissions will not be accepted	Deadline for Submitting a Proposal: Community Economic Resilience Fund Facilitation Services Proposal Submission Form (smartsheet.com)
5	August 25, 2023	CERF Planning Phase Equity Council Reviews Proposals and provides input to NCO
6	September 8, 2023	Notification of Intent to Fund
7	September 11 – 25, 2023	Contract development and negotiations period
8	September 29, 2024	Completed contract signed by contractor
9	October 1, 2023	Service begins

3. INSTRUCTION TO PROPOSERS

Mandatory Proposal Form

NCO has provided a Proposal Form (Attachment A) and Budget Form (Attachment B) in an electronic format on NCO’s website (www.ncoinc.org). Proposers must fully complete and sign the Proposal Form and Budget Form, responding to every question, and attach all necessary requested documents. Proposers must fill in desired check boxes and adhere to page limits as indicated.

Failure to follow the specified Proposal Form and format may, at NCO’s discretion, result in the rejection of the proposal.

Proposal Format

All proposers must adhere to the following format:

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- Arial font size 11
- All Proposal pages must be numbered in this format: page # of #
- All attachments must be labeled individually
- All responses, as well as reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

Proposal Submittal

Submit completed documents to: [Community Economic Resilience Fund Facilitation Services Proposal Submission Form \(smartsheet.com\)](#)

Proposals must be received no later than the Proposal Deadline time of 5:00 p.m. on August 24, 2023 in order to be considered. NCO assumes no responsibility for delays caused by any delivery service.

NCO will not pay any costs associated with the preparation, submittal, or presentation of any proposal. Proposals submitted after the deadline will not be considered.

4. EVALUATION, SELECTION AND AWARD PROCESS

Compliance

NCO will review all Proposals to determine compliance with basic Proposal requirements as specified in this RFP. Incomplete proposals may disqualify the proposer from further consideration in this process.

Evaluation Process

NCO's Review Panel (RP) will evaluate all proposals. The panel will be composed of NCO staff and other parties that may have relevant expertise and experience. The panel will score and recommend proposals in accordance with the evaluation criteria set forth in this RFP. Recommendations will be reviewed by the CERF Equity Council. Final selection is at the sole discretion of NCO, which reserves the right to reject any or all Proposals, or to make no selection based on this RFP.

A maximum number of points will be assigned to each proposal element as follows:

Proposal Review Criteria

Proposal Elements	Possible Points	Total Points
Qualifications and Experience		40
<ul style="list-style-type: none"> • Proposer clearly articulates the capacity of the organization to accomplish the proposed services 	15	
<ul style="list-style-type: none"> • Proposer's past accomplishments, or current projects/efforts, relate to the type of work required under this RFP and 	15	

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proposer demonstrates understanding of how to complete the work.		
<ul style="list-style-type: none"> Proposer has sufficient staff and/or contracted staff to carry out the project. Staff have sufficient levels of education, qualifications, and experience to carry out the project. 	10	
Facilitation Description		40
<ul style="list-style-type: none"> Proposer clearly articulates their facilitation plan to manage multiple planning tables across a four-county region (Del Norte, Humboldt, Lake and Mendocino Counties) that includes diverse grass-roots community members, economic development partners and local leaders. Include timeline, frequency and duration of interactions with the various groups. 	15	
<ul style="list-style-type: none"> Proposer clearly articulates how they will support individuals to share their ideas for economic development projects, help the various groups in making decisions and ensure that equity is prioritized and reflected in the projects that are put forward for the Redwood Coast Region. 	15	
<ul style="list-style-type: none"> Proposer's facilitation style and approach are clearly articulated and are conducive to the goals of this project. 	10	
Budget		20
<ul style="list-style-type: none"> Facilitation staffing cost is appropriate to meet the goals of this project within the given the timeline. 	10	
<ul style="list-style-type: none"> Facilitation costs are reasonable 	10	
Total Possible Points		100

Best Value

NCO will select the proposal(s) that represents the best value and is most advantageous. Accordingly, NCO may not necessarily award the Proposer with the lowest price proposal if doing so would not be in the overall best interest of NCO. NCO reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints and to award to a single or multiple proposers.

5. CONTRACT INFORMATION

Contract Term/Duration

A contract that results from this RFP may be in effect from October 1, 2023 – September 30, 2024.

Funding and Payment Structure

NCO has up to \$249,999 available for this RFP. Contracts resulting from this RFP will be based on reimbursement for services provided.

Contract Award Process

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After the evaluation of proposals and final consideration of all pertinent information available, NCO will either reject all proposals or issue a written notice of intent to fund. The notice shall not create rights, interests, or claims of entitlement in the best evaluated Proposer(s).

The apparent best evaluated proposer(s) should be prepared to enter into a contract with NCO. Notwithstanding, NCO reserves the right to add terms and conditions, deemed to be in the best interest of NCO, during final contract negotiations.

Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.

If a Proposer fails to sign and return the contract drawn pursuant to this RFP within 14 days of its delivery to the Proposer, NCO may cancel the award and award the contract to the next best evaluated Proposer.

6. TERMS AND CONDITIONS

Protests and Appeals

Any Proposer who believes that the process was not conducted per the instructions provided in this RFP and wishes to protest the notice of recommendation for funding may submit a protest in writing to the Executive Director of NCO within 7 calendar days after such Proposer knows, or should have known, of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of recommendation for funding. All letters of protest shall clearly identify the reasons and basis for protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Executive Director of NCO will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

RFP Amendment, Cancellation and Right of Rejection

NCO reserves the unilateral right to amend this RFP in writing at any time by posting the amendment on the NCO website. Proposers are responsible to view the website periodically for any amendments to the RFP. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments. Proposer shall include a signed acknowledgement of any amendments to the RFP in their proposal.

NCO also reserves the right, in its sole discretion, to reject any and all Proposals or to cancel or reissue the RFP.

NCO reserves the right, in its sole discretion, to waive variances in Proposals provided such action is in the best interest of NCO. Where NCO waives minor variances in Proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, NCO may hold any Proposal to strict compliance with the RFP.

Reservation of Rights

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- NCO reserves the right to cancel the RFP process at any time for any reason, even after review of all the Proposals, and is not responsible for any expenses incurred by the Proposer in developing the Proposal.
- NCO reserves the right to reject any and all bids, or to cancel this RFP in part or in its entirety.
- NCO is under no obligation to award a contract to the Proposer that presents the lowest cost or highest yield. Selection will be made based on overall evaluation of the Proposal and the best interest of NCO as determined by the Review Panel and the Executive Director.
- NCO reserves the right to request clarification from any Proposer on their Proposal.
- All Proposals become the property of NCO.
- NCO reserves the right to accept all, or a portion, of any Proposal.
- NCO reserves the right to waive any variances in proposals provided such action is in the best interest of NCO
- NCO reserves the right to amend this RFP at any time. NCO also reserves the right to cancel or reissue the RFP at its sole discretion.
- Any bid received which does not meet the requirements of this RFP, may be considered to be non-responsive, and may be rejected. NCO may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFP.
- NCO reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- NCO reserves the right to cancel any award and re-solicit bids in the event services cannot commence within ten (10) days after the specified date for start of work.
- NCO reserves the right to reject any and all proposals considered not to be in the best interest of NCO.
- NCO reserves the right to waive any and all minor irregularities in bids.
- NCO reserves the right to reduce, or increase, any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR PROPOSALS

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