



1100 Confroy Drive
Suite 1
South Boston, VA 24592

**BRIGHTER
BOLDER
BUSINESS**

**THE INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)
OF HALIFAX COUNTY, VIRGINIA**

**REQUEST FOR PROPOSALS FOR CONSULTANTS TO PROVIDE CONSULTING SERVICES
FOR STRATEGIC PLANNING INITIATIVE**

January 10, 2022

The IDA will receive written proposals until **2:00 p.m., February 7, 2022 at the IDA Offices, 1100 Confroy Drive, Suite 1, South Boston, VA 24592.** Submittals must be addressed to **Kristy Johnson, Executive Director,** and delivered by parcel post or email to the below address.

Address all Inquiries and Correspondence to:

Halifax IDA
Kristy Johnson, Executive Director
1100 Confroy Drive, Suite 1
South Boston, VA 24592
434-572-1734
KJohnson@HalifaxVirginia.com

I. PURPOSE

The Industrial Development Authority of Halifax County, Virginia, herein referred to as "the IDA," is soliciting informal proposals from qualified professional firms to provide all labor, materials and supervision for the strategic planning process. The selected consultant will design and implement a plan to include stakeholders and the community in the IDA's strategic planning process. Offerors must have a demonstrated record in working with localities or other comparable entities completing studies of a similar nature.

II. BACKGROUND

The Industrial Development Authority of Halifax County, established in 1971, is a separately chartered political subdivision of the Commonwealth, which allows the IDA to act with exceptional speed and agility, similar to our most successful businesses.

The Industrial Development Authority (IDA) is tasked with improving Halifax County, Virginia through increased employment and economic growth. In order to best accomplish this mission, the IDA targets industry sectors that are most suited for success in Halifax County - industries whose needs we can meet, and whose deep sense of community fits ours.

The IDA last completed a strategic planning process in 2019. Given the extreme change in the economy and workforce related to COVID-19 and other factors within the IDA, the



organization wishes to revisit its current plan. The IDA intends to update its existing strategic plan with input from the community and statewide stakeholders to give a broader perspective to the strategic plan.

Additional information is available at www.HalifaxVirginia.com.

III. **EXPECTED ENGAGEMENT PERIOD**

The engagement period for the established contract is expected to be three to six months, beginning with contract award, on or near February 18, 2022, and ending at completion of services in accordance with this solicitation.

IV. **SCOPE OF WORK**

The IDA seeks the following strategic planning facilitation services. The successful firm, herein referred to as "the Consultant" shall perform all tasks under the resulting agreement in accordance with generally accepted standards and provide the IDA with the best possible advice and services within their authority and capacity. The scope of work shall include, but is not limited to, the following:

- Perform an organizational assessment.
- Perform facilitated discussions.
- Create strategic plan document.
- Finalization of plan and community roll out.

V. **SUBMISSION OF PROPOSALS**

A. **Submission Procedures**

Submittals can be hand-delivered, or mailed to the following address:

Halifax IDA
Attn: Kristy Johnson
Executive Director
1100 Confroy Drive, Suite 1
South Boston, VA 24592

B. **Proprietary Information**

All proposals submitted under this RFP shall become the property of IDA and will be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the material is submitted. The written notice must specifically identify the materials to be protected and state the reasons why

protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information.

C. Proposal Content

All proposals should be prepared simply and economically. Emphasis should be on completeness and clarity of content. Proposals shall contain the following:

1. A narrative including an overview of the firm's qualifications and experience in providing the services described herein.
3. Resumes of proposed staff to be assigned to the project.
4. A listing of similar initiatives the firm has successfully completed within the last five years for similar positions
5. A detailed and comprehensive presentation of the firm's approach/plan to complete the strategic planning process.
6. A detailed pricing proposal for the project. The pricing proposal must include all costs to the IDA including the following:
 - a. An itemized list of fees for each provided service
 - b. A payment schedule with each payment tied to a service deliverable or identifiable point in the project.
 - c. A fixed price for all travel required to perform the proposed project as well as any additional travel cost for any supplementary services requested by the IDA (i.e. per trip; per diem; etc.)
7. A project timeline that identifies milestones and key deliverables.

D. Additional Information

Offerors should be as complete as possible in their response. The IDA may contact the Offeror to clarify any response, may solicit information from any available sources concerning any aspect of the proposal, and may review other information deemed pertinent to the evaluation process.

IX. GENERAL TERMS AND CONDITIONS

- A. All proposals must be submitted in accordance with this RFP. All information received shall become part of the proposal.
- B. The Offeror certifies that it knows of nothing that could raise the issue of conflict of interest with regard to this RFP.
- C. A contract shall be deemed executory only to the extent of appropriations available for the purchase of such the same or similar goods or services as requested in this proposal. Future obligations shall be subject to future appropriations, if any, by the IDA. Nothing contained herein shall be construed to require any future obligation by the IDA.
- D. The award of a contract shall be at the sole discretion of the IDA. The award shall be based upon the evaluation of all information made available to the IDA. The Board

reserves the right to enter into any contract deemed to be in its best interest. The IDA shall not be obligated to furnish a statement of the reason why a proposal was not deemed to be the most advantageous.

- E. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. No fixed price contract may be increased by more than twenty percent (20%) or \$50,000, whichever is greater, of the amount of the contract without the advance approval of the Chairman, and under no circumstances may the amount of this contract be increased, without adequate consideration, for any purpose (including, but not limited to, relief of the Contractor from the consequences of an error in its bid or offer).
- F. Ownership of all data, materials, and documentation originated and prepared for the IDA pursuant to the RFP shall belong exclusively to the IDA and be subject to public inspection in accordance with the Virginia Freedom of Information Act.
- G. The Offeror agrees that their proposal shall be good and may not be withdrawn for a period of ninety (90) days.
- H. The IDA shall not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal or participating in the interview and negotiation processes.
- I. All proposals shall become the property of IDA. In accordance with the VPPA, they will not be open for public inspection prior to final selection by the IDA.
- J. The IDA reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP.
- K. This RFP, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia. The Offeror shall comply with applicable federal, state, and local laws and regulations.
- L. The Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the IDA.
- M. The Offeror shall indemnify and save harmless Halifax IDA, its supervisors, officers, agents, servants, and employees from and against any and all liability, claims, losses, suits, legal proceedings, and costs occurring from any cause whatsoever in any work required by this RFP.
- N. By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment,



loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- O. The Offeror shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- P. The Offeror shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.
- Q. The Offeror shall agree to comply with all federal immigration laws. Offeror shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
- R. In accordance with § 2.2-4311.2, Code of Virginia, Offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Offeror not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.