

## Iowa Association of Regional Councils (IARC)

### REQUEST FOR PROPOSALS

#### State Association Manual Project

#### **I. Project Background**

The Iowa Association of Regional Councils (IARC) is the statewide professional organization for Iowa's Councils of Governments (COGs). Incorporated in 1988, IARC includes 17 members. The executive director of each member organization serves on the IARC board of directors.

In 2009, IARC was awarded funding from the Economic Development Administration (EDA) to hire professional staff and increase the capacity of IARC as a statewide association. In May 2009, IARC completed an RFP process and entered into a contract with Nichole Warren to serve as IARC's Executive Director.

In August 2011, EDA awarded funding to IARC for the development of a state COG association manual. Under the scope of work outlined in IARC's contract with EDA, IARC will produce a manual for state associations that will be shared with EDA designated districts nationwide. This project will serve as IARC's final work product and will be used to fulfill EDA contract requirements.

The purpose of the state association manual is to provide guidance and serve as a resource for other state associations for COGs. The manual is intended to be a tool for other state associations in their process of establishing new associations and to provide information to existing associations on best practices and strategies for strengthening those organizations.

The consultant selected for this project will assist IARC in collecting and analyzing data from state COG associations nationwide to develop manual content, including best practices, reference materials, and profile information for existing associations.

#### **II. Scope of Work**

The Consultant will be required to provide at minimum the following services and deliverables:

##### **1. Identify best practices and success stories from a variety of state associations**

- Collect data from states with existing statewide associations that serve councils of governments (also known as associations of governments, development districts, planning commissions, etc.) regarding projects, statewide initiatives and services delivered on a statewide basis.

- Analyze data collected from each state and help identify the strongest examples to include in the state association manual.
- Compile examples from each state into the following categories
  - A. Economic Development
  - B. Community Development
  - C. Transportation
  - D. Hazard Mitigation
  - E. Planning
  - F. Intergovernmental Cooperation
  - G. Other/Emerging Issues
- Conduct interviews with select state association leadership to collect information and input on successes within their organizations and suggestions for new associations

**2. Prepare an overview of existing state associations serving COGs** (also known as associations of governments, development districts, planning commissions, etc.)

- Identify states with existing state associations and develop a snapshot or listing of each existing state association that includes at minimum, the following information:
  - A. Association contact information
  - B. Staffing information
  - C. Association budget information
  - D. Board composition
  - E. Dues structure
  - F. Founding date
- Opine as to attributes that provide organizational strength to the state association from the snapshots
- Discuss pertinent nuances, if any, of each state that may have impacts on replication

**3. Collect and analyze reference materials from state associations nationwide.**

- Collect sample documents from other states for inclusion in the manual, including:
  - A. By-laws & Articles of incorporation
  - B. Codes of ethics
  - C. Operating standards

- D. Budget examples
- E. Sample marketing materials
- F. Examples of statewide contracts for various programs/ service delivery
- G. Minutes

- Conduct a critical review of all examples provided to help determine the strongest examples to include in said manual
- Provide IARC with copies of reference materials collected

### **III. Components of the Proposal**

Respondents must submit a comprehensive proposal that addresses all of the areas identified throughout this RFP. The proposal should include the following information

- Outline of the respondent's plan for the development and implementation of the scope of work and a thorough explanation of how the respondent expects to complete this project and deliver the components listed above
- Examples of past work demonstrating the experience and ability to successfully implement the scope of work
- Resumes of individuals to be assigned to IARC's project
- A timeline for project stages from February 15, 2012 through July 31, 2013
- Qualifications of any subcontractors to be utilized for various components and a description of the subcontractor's involvement in the project
- A detailed breakdown of the expected costs for this project and all related services, including rates for on-site services, reimbursements, and travel time
- Identification of any in-kind contributions (i.e. materials, staff time, etc.) that the respondent is able to contribute to this project, and the value of such contributions
- Proposed cost for undertaking all project activities and a separate cost for each of the activities that may be awarded in whole or in part by IARC.

### **IV. Proposal Timeline**

The deadline for proposals is January 13, 2012. Proposals should be sent electronically to IARC Executive Director Nichole Warren at [iarcdirector@live.com](mailto:iarcdirector@live.com).

IARC plans to award a contract by February 13, 2012.

## **V. Proposal Evaluation**

Proposals will be evaluated by IARC's Executive Director and a review committee comprised of members of the IARC Board of Directors. Final approval will be made by the full IARC Board of Directors.

Proposals will be evaluated using the following criteria:

- A. Respondent's knowledge of and experience with COGs/Development Districts & their state associations
- B. Knowledge and experience of assigned staff
- C. Methodology for completing scope of work
- D. Quality of proposal, including completeness & clarity
- E. Project cost, including in-kind contributions available to the project

The review process will include at least one interview (in-person or telephonic) with a committee of IARC board members & IARC's Executive Director and may include a second interview with the full IARC board of directors.

## **VI. Additional Information**

Questions regarding this RFP may be directed to IARC Executive Director Nichole Warren at 515.554.3210 or via email at [iarcdirector@live.com](mailto:iarcdirector@live.com)

IARC reserves the right to reject any and all proposals or to waive any irregularities in any proposal.