

3CORE, Inc.
Request for Proposal(s) (RFP) – PROFESSIONAL SERVICES

ENTREPRENEURIAL, KNOWLEDGE-BASED ENTERPRISE ACTION PLAN

NOTICE INVITING PROPOSALS:

3CORE, Inc. will receive proposal(s) for business consulting services for the Business Incubator/Mentoring Programs at the following address: **Sheri Nix, Deputy Director, Planning, 3CORE, Inc., 3120 Cohasset Rd., Suite 5, Chico, CA 95973, until 4:00PM on January 20, 2011.**

DESCRIPTION OF PROGRAM AND REQUIREMENTS:

The services required by the 3CORE, Inc. pursuant to this RFP and provisions related to it are described in the following exhibits, which are incorporated herein by this reference.

- **EXHIBIT “A”** – Description of Project/Program
- **EXHIBIT “B”** – Scope of Work
- **EXHIBIT “C”** – Consultant Fee Schedule Requirements
- **EXHIBIT “D”** – Special Provisions

PROPOSAL AWARD/REJECTION:

Proposals will be accepted from the most responsible and qualified business consultant(s)/firms whose proposal complies with the 3CORE, Inc. requirements, as set forth herein. The 3CORE, Inc. reserves the right, in its sole discretion, to reject any proposal which fails to meet the requirements in any respect, to reject all proposal(s) for any reasons whatsoever and to waive minor irregularities in any proposal. Contracts will be awarded on a client-by-client basis and will be based on an hourly rate for specific services provided.

PROPOSAL SUBMITTAL REQUIREMENTS:

All proposals shall be in compliance with the following requirements. Failure to comply with the requirements shall be grounds for the rejection of a proposal.

1. The proposal shall be submitted in writing, and signed by an authorized individual of the professional services provider.
2. The cost for required services shall accompany all proposals. Proposals shall include a supported breakdown of costs by component, including travel and duplication costs, and the consultant’s hourly rates to be used for determining compensation.
3. Receipt of and agreement with all exhibits incorporated in the RFP shall be acknowledged.
4. The proposal must be submitted in a sealed envelope plainly marked on its outside with the project title.

INSURANCE:

The consultant(s)/firm to whom a contract is awarded will be required to furnish 3CORE, Inc. with evidence of insurance coverage’s, including general liability, professional liability, and workers compensation, as appropriate. 3CORE, Inc. will keep this information on file in the event than more than one contract is awarded to a consultant/firm.

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EXHIBIT “A”

DESCRIPTION OF PROJECT

The County of Butte was recently awarded a State Community Development Block Grant through the Economic Development Allocation Program to complete an Entrepreneurial, Knowledge-based Enterprise Action Plan. 3CORE is managing this project through a sub-recipient agreement with the County.

The County of Butte is situated on the east side of Northern California’s Sacramento Valley, approximately 100 miles north of Sacramento. Rising from the Sacramento River, its western boundary, to the Sierra Nevada mountains, its eastern perimeter, Butte County elevation spans from 60 to over 7,000 feet and has a considerable variation in climate. The portion of the county lying in the Sacramento Valley has ideal conditions for agriculture. The county covers 1,665 square miles.

Based on recent data gathered from the Employment Development Department, through May 2009 the average unemployment rate for the County of Butte was 12.4% or 114% of the State average rate of 10.9%. In 2008, the annual average unemployment rate for the County was 8.4% or 117% of the State average rate of 7.2%. Also pointing to the poor conditions that exist in the City is the low level of household median income. According to the 2000 Census, the median household income in the County of Butte was \$31,924, approximately 68% of the State’s figure of \$47,493. According to the Bureau of Economic Analysis, in 2007 Butte County had a per capita personal income (PCPI) of \$29,767. This PCPI ranked 37th in the state and was 71 percent of the state average, \$41,805, and 77 percent of the national average, \$38,615. The 2007 PCPI reflected an increase of 4.5 percent from 2006. The 2006-2007 state change was 4.5 percent and the national change was 4.9 percent. In 1997 the PCPI of Butte was \$19,652 and ranked 41st in the state. The 1997-2007 average annual growth rate of PCPI was 4.2 percent. The average annual growth rate for the state was 4.7 percent and for the nation was 4.3 percent.

The ability to identify and incubate entrepreneurial, knowledge-based enterprises within Butte County is a key finding found in two landmark studies completed by the Great Valley Center in 2001 and 2004. Butte County, based on the 2001 study, initiated a business mentoring program in 2003 and has been continuously funded by the State Community Development Block Grant Program through 2009-2010.

Entrepreneurial, knowledge-based enterprises are defined as private or non-profit business entities that:

- Innovate on the basis of the knowledge and know-how of its management and employees to create, design or manufacture a unique product or service;
- Specialize in what they do best and then develop long-term relationships with partners, suppliers, and subcontractors to do the rest. They tap into information and innovation networks to stay abreast of change;
- Create, adapt, and use technology, basic as well as sophisticated, to constantly improve products and processes; and,
- Develop and dominate specific regional, statewide, or national markets.

This project is intended to develop a process of identifying, networking, recruiting, and connecting high impact entrepreneurial, knowledge-based enterprises to available Butte County business assistance resources and services.

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EXHIBIT “B”

SCOPE OF WORK

DETAILED DESCRIPTION OF THE PROGRAM DESIGN AND SCOPE OF WORK:

- Task I: Complete a regional assessment and census of small and medium-sized entrepreneurial, knowledge-based enterprises.
- Task II: Determine/identify the constraints to and gaps in business growth assistance both immediate and near-term that will enable these enterprises to maintain and expand both products as well as sales.
- Task III: Appoint an Entrepreneurial Wellspring Group consisting of business, academic, community, and other leaders to develop an action plan to connect entrepreneurs with existing community resources and services.
- Task IV: Identify longer-term business growth assistance gaps for the targeted entrepreneurial knowledge-based enterprises, prospective long-term funding sources, and alternative partnerships or joint ventures by existing service providers to fulfill these long-term service gaps. Leverage the Entrepreneurial Wellspring Group in implementation of this task.
- Task V: Prepare Draft Implementation Action Plan
Prepare recommendations for specific implementation action plan and funding sources to execute on the action plans.
- Task VI: Prepare Refined Implementation Action Plan.
Refine Implementation Program based upon input from the County and Key Stakeholders.
- Task VII: Prepare final Implementation Action Plan Documents
Prepare final Implementation Program based upon input from the County and Key Stakeholders.
(1) Provide project notebook of all materials and meeting summaries (one 3-ring binder).
(2) Summary CD of all materials and presentations
(3) Final Entrepreneurial, Knowledge-based Enterprise Action Plan (copy ready)
- Task VIII: Public Presentation of Final Implementation Action Plan
Assist in the final public review and adoption of the final Entrepreneurial, Knowledge-based Enterprise Action Plan by the County.

COMPLETION SCHEDULE

All work by consultant(s) as outlined in the above scope of work, including all deliverables shall be completed by **December 31, 2011.**

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EXHIBIT “C”

FEE SCHEDULE

Compensation for the proposed work shall be in accordance with consultant’s schedule of hourly rates. Total maximum compensation for the work outlined herein, including all reimbursable expenses, shall not exceed:

\$25,000

3CORE will pay CONSULTANT over the term of the contract based on a negotiated schedule acceptable to 3CORE.

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EXHIBIT “D”

SPECIAL PROVISIONS

SUBMITTAL REQUIREMENTS:

1. Proposals (3 copies) must be submitted no later than **4:00 p.m. on January 20, 2011** to:
Sheri Nix, Deputy Director, Planning
3CORE, Inc.,
3120 Cohasset Rd., Suite 5,
Chico, CA 95973
2. Format – Proposals shall be 8 ½ by 11 and organized in sections following the order specified under “Contents”.
3. Contents – Proposals shall contain the following information:
 - a. Firm/Team Description – Provide a description of your firm (and/or team) including contact person’s name, address, telephone number, fax number, and e-mail address; a list of relevant information about capabilities, size, range of services; and length of time in existence.
 - b. Key Personnel Qualifications – Identify all persons who will provide services, the role each will play in the completion of the scope of work included in this RFP, a synopsis of relevant experience, and a resume on each.
 - c. Relevant Experience – Describe your firm’s relevant experience on similar projects.
 - d. References – Provide a list of clients/communities for whom similar work has been performed, with the name, title, and phone number of a contact person.
 - e. Project Budget/Schedule – Provide a cost proposal and timeline for the services. Include the hourly rate and time spent on the project by personnel in item “b” as well as all reimbursable cost.

SELECTION PROCESS:

Proposals will be reviewed by a Proposal Review Committee made up of appropriate 3CORE, Inc. and County staff. Interviews with selected Proposers may be held. Notification of acceptance or rejection by 3CORE, Inc. will be made in writing to all firms.

OTHER CONSIDERATIONS:

3CORE will review and select the Proposer who it believes is most qualified and responsive to this RFP. 3CORE, Inc. reserves the right to waive all formalities and reject any and all proposals. The RFP does not commit 3CORE, Inc. to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for services.

Questions about this Request for Proposal should be directed to:

Sheri Nix, Deputy Director, Planning
3CORE, Inc.
3120 Cohasset Rd., Suite 5
Chico, CA 95973
snix@3coreedc.org
phone: (530) 893-8732 X206 fax: (530) 893-0820