



Steuben County

Economic Development Corporation

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September 11, 2009

Steuben County Economic Development Corporation Request for Qualifications

The Steuben County Economic Development Corporation (SCEDC) is requesting statements of qualifications from individuals, corporations, partnerships, and other legal entities authorized to do business in Indiana for the purpose of providing an Economic Development Strategic Plan. A submittal does not guarantee that the firm will be contracted to perform any services but only serves as notice that the firm desires to be considered for the project.

Background: Steuben County, Indiana is located in Northeast Indiana, bordered by the States of Ohio and Michigan, with more than 101 natural lakes and the state's most beautiful park, Pokagon State Park. Steuben County is a great place to live and do business. Steuben County is one of eleven counties located in the area designated by the Indiana Department of Workforce Development as Indiana Economic Growth Region 3. Interstate 69 intersects with the I-80/90 Indiana Toll Road in Steuben County and we are located within a day's drive of 75 percent of the United States trade market. One of the most rapidly growing counties in Indiana with a population of more than 33,300 and 21 percent growth since 1990. Our communities are small yet progressive. We boast five Chambers of Commerce, a countywide commitment to economic development, and membership in the Northeast Indiana Regional Partnership, a 10-county regional economic development organization.

The SCEDC is now seeking the services of a qualified party to provide various professional services necessary for adopting a new Economic Development Strategic Plan (herein referred to as the "Plan".) The goals and objectives for sustained economic growth developed through this planning effort will target, but may not be limited to, certain targeted industry sectors identified by the Indiana Economic Development Corporation's (IEDC), i.e. advanced manufacturing, energy, life sciences, information technology, distribution & logistics, value added agriculture, as well as the sectors of tourism and higher education.

Respondents to this RFQ may be invited for an in-depth interview with the opportunity for a brief presentation to the selection committee.

Scope of Services:

The basic objective of the Plan, based upon the targeted industry sectors identified above, is to assist the community to realize its full economic and highest employment potential that will include:

1. Community Engagement- Facilitate discussion in the community in regards to the Plan.
2. SWOT Analysis- Conduct an analysis of Steuben County's Strengths, Weaknesses, Opportunities and Threats (SWOT) related to successfully implementing the communities economic development vision for the creation of sustainable and diverse economy.
3. Best Practices- Identify Best Practices that could be considered for implementation in Steuben County.
4. Action Plan- Develop a ten-year action plan focused on moving Steuben County towards accomplishing the goals of the long-range plan. Development of this action plan should include measurable goals, objectives, and action steps that will allow us to gauge our progress towards reaching the long-term goals.
5. Funding- Identify funding sources for projects such as industrial park development, airport expansion/relocation, rail expansion, Brownfield redevelopment, entrepreneurs, enterprise opportunities, alternative energy and marketing and promotion.

Project Location:

Steuben County, Indiana

Response Due Date and Time:

Friday October 2, 2009 by 5:00 p.m.

Contact for Questions:

Gary Nielander, Executive Director
Steuben County Economic Development Corporation
Email: office@steubenedc.com
Phone: (260) 665-6889

Submittal Requirements:

Letter of Interest (required content and instructions follow)

Submit To:

Steuben County Economic Development Corporation
Planning Committee
330 Intertech Parkway
Suite 231
Angola, IN. 46703

Requirements for Letter of Interest (LOI)

A. General instructions for Preparing and Submitting a Letter of Interest (LOI)

1. Provide the information as set out in Item B below, in the same order listed, and signed by an officer of the firm. Scanned signed document or electronically applied signatures are both acceptable.
2. Lol's shall be limited to a total of twenty-five (25) 8 1/2" x 11" pages.
3. Provide twenty (20) copies.
4. Lol's must be received no later than "Response Due Date and Time" as shown in the RFQ header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

Identification, Qualifications & Project Approach

Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.

1. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.
2. Describe capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of assigned staff.
3. Provide a description of your Project Approach relative to the advertised services.
4. List any outstanding accomplishments of the firm that relate directly to the activities they would be providing to the SCEDC.
5. Description of innovative or unique approaches the firm suggests for executing the Scope of Services.

Evaluation & Notice

All firms responding to this RFQ by the deadline of Friday October 2, 2009 @ 5:00 p.m. will be notified by Friday October 30, 2009 whether or not they have been invited for an opportunity to interview and present.