

# **REQUEST FOR PROPOSALS**

## **ASSOCIATE DEVELOPMENT ORGANIZATION**

### **APPLICATION AND DESIGNATION**

#### **1. Introduction**

Pend Oreille County Board of Commissioners (County) is inviting proposals from experienced firms or organizations to act as the County designated Associate Development Organization (ADOs) through the period ending June 30, 2025. The purpose of the ADO is to drive sustainable economic growth, attract investments, foster innovation, and enhance the overall economic vitality of the greater Pend Oreille County area.

#### **2. Background**

Pend Oreille County sits at the Northeast corner of Washington state and is the home to just over 13,000 residents. The County is home to the Kalispel Tribe of Indians and five incorporated municipalities. The residents often refer to the County as the most beautiful part of Washington as it is home to the Pend Oreille River, and countless lakes and streams. With its beauty comes some challenges, more than 50% of the land in the County is publicly owned and therefore not eligible for any development.

The County currently has a high percentage of low to moderate income residents and the unified message is that more jobs and affordable housing is needed. The largest employers in the County are all governmental or quasi-governmental organizations. There are very few large private employers in the County. The goal of the ADO is to attract more private employers to the area.

The Pend Oreille County Economic Development Council is currently designated as Pend Oreille County's ADO. This body has emphasized that to be successful, local engagement and participation is imperative to the function of the County's ADO.

#### **3. Purpose of the ADO and Estimated Funding**

Associate Development Organizations (ADOs) serve as the local economic development partners for Washington Department of Commerce (Commerce). ADOs are local organizations designated by each county to coordinate business recruitment, retention and expansion activities within their service areas as well as provide export assistance. ADOs also support research, planning, and implementation of regional and local economic development strategies.

Department of Commerce maintains a contracted partnership with all 39 county's ADOs and provides technical assistance and funding for local economic development activities.

Every two (2) years each County designates an eligible entity as its ADO, the contract is then negotiated with the Department of Commerce. There are reimbursable funds dedicated to each ADO through Commerce. Funding from the Department of Commerce to the Pend Oreille County

ADO for the 2021-2023 biennium was \$75,000 per year. This funding is subject to the state budget allocation to the program each year.

There are also sales and use tax funds dedicated for the purpose of economic development within the County pursuant to RCW 82.14.370. Pend Oreille County contributed \$ 105,000 for 2021, and \$101,714.18 for 2022 to the ADO.

#### **4. Entity or Organization Requirements**

Each entity or organization responding to this RFP must meet the requirements of RCW 43.330.080, RCW 43.330.082 and RCW 82.14.370 to be an eligible entity or organization. These statutes are attached as Exhibit A.

#### **5. Scope of Work and Deliverables to Address in Response**

Each entity responding must address each of the items below:

1. Annual proposed budget
2. Proposed structure and responsibilities for ADO
3. How they will address outreach to stakeholders to include those listed in RCW 43.330.080(1)(a)(iv)
4. Provide 5-6 tangible goals for economic development in Pend Oreille County
5. Plan to meet mandatory compliance to RCW's outlined in Exhibit A
6. Does the Entity or organization have legal counsel
7. How would the staff for ADO be structured within your current structure i.e. reporting
8. Entity or organization's experience in writing and managing grants.

#### **6. General Terms**

The issuance of this RFP does not constitute an agreement by the COUNTY to enter into an agreement or designate the Proposers as the ADO. The COUNTY expressly reserves the right to:

1. Waive any defect or informality deemed immaterial in any proposal. Waiver is at the sole and complete discretion of the County or its appointed committee.
2. Reject any or all proposals.
3. Reissue a new RFP.
4. Invite additional respondents to the request for proposals.
5. Request additional information and/or data from any or all respondents.
6. Extend the date of the submission of proposals.
7. Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP.

The County reserves the right to disqualify any Proposers who fails to provide information or data requested herein, or who provides any inaccurate or misleading information or data. Further, the County reserves the right to disqualify any Proposers on the basis of any real or apparent conflict of interest. By responding to this RFP, the Proposers agree that any finding by the County, of any

fact in dispute related to this request or the responses thereto, shall be final and conclusive except as may be provided herein.

Each Proposers will be responsible for all costs incurred in preparing a response to this request for proposals.

All materials and documents submitted by the respondents in response to this RFP will become the property of the County and will not be returned. As such, they constitute a public record which may be subject to release pursuant to the Public Records Act.

#### **7. Public Records and Proprietary Material:**

Proposers should be aware that any records they submit to the County or that are used by the County even if the proposers possess the records may be public records under the Washington Public Records Act (RCW 42.56). The County must promptly disclose public records upon request unless a statute exempts them from disclosure. Proposers should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific.

**Proposers should clearly mark any record they believe is exempt form disclosure.**

Upon receipt of a request for public disclosure, the County will notify the RFP proposer of any public disclosure request for the proposer's proposal. If the proposer believes its records are exempt from disclosure, it is the proposer's sole responsibility to pursue a lawsuit under RCW 42.56.540 to enjoin disclosure. It is the proposer's discretionary decision whether to file such a lawsuit. However, if the proposer does not timely obtain and serve an injunction, the County will disclose the records, in accordance with applicable law.

#### **9. Right to Reject Proposals:**

Pend Oreille County Board of Commissioners reserves the right to reject any or all proposals received in response to this RFP.

#### **Submission Instructions:**

Proposals must be submitted electronically to [czieske@pendoreille.org](mailto:czieske@pendoreille.org) by the submission deadline. Any inquiries regarding the RFP should be directed to [czieske@pendoreille.org](mailto:czieske@pendoreille.org) no later than 3:00 p.m. November 10, 2023. The written responses to questions will be disbursed to all entities that submitted a request on November 20, 2023.

#### **Tentative Schedule:**

RFP Release Date: October 23, 2023

Inquiry Deadline: November 10, 2023

Proposal Submission Deadline: December 4, 2023

Evaluation Period: Week of December 4th, 2023

Finalist Presentations (if necessary): Week of December 11th, 2023

EDC Recommendations to Commissioners Week of December 18, 2023

Anticipated Selection Notification: January 2, 2024