

Center for Regional Economic Competitiveness	REQUEST FOR PROPOSAL NUMBER TX0117OEA
	Issue Date: January 23, 2017
<i>Refer ALL inquiries regarding the RFP to:</i> Marty Romitti, mromitti@crec.net	Close Date: February 7, 2017
	<u>Description:</u> Company Survey Planning, Management and Targeted Business Analysis

OFFER AND ACCEPTANCE: The Center for Regional Economic Competitiveness (CREC) www.creconline.org seeks offers for services and/or goods described in this solicitation. All offers and responses received shall be treated as offers to contract. CREC's acceptance of any offer must be demonstrated by execution of the acceptance found below. Acceptance shall create a contract.

EXECUTION: In compliance with this Request for Proposal, and subject to all conditions, herein, the undersigned offers and agrees to furnish any or all services or goods at the cost that is offered within this submission, within the time specified herein.

Offer valid for 30 days from date of offer.

BIDDER:	
STREET ADDRESS:	PO BOX & ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:
PRINT NAME AND TITLE OF PERSON SIGNING:	EMAIL ADDRESS:
AUTHORIZED SIGNATURE:	

ACCEPTANCE OF OFFER: If any or all parts of this offer are accepted, an authorized representative of CREC shall affix his/her signature hereto and this document and the documents submitted in response to this solicitation shall then constitute the written agreement between parties. A copy of this acceptance will be forwarded to the awarded vendor.

FOR CREC USE ONLY

Offer accepted and contract awarded this ____ day of _____, 2017, as indicated on attached certification

By _____ *(Center for Regional Economic Competitiveness)*

DELIVERY INSTRUCTIONS: Offers will be accepted electronically, but Vendor may also deliver one (1) original signed copy of the offer to CREC with Vendor Company Name and the RFP Number clearly marked. It is the responsibility of the Vendor to submit its offer by the submission deadline. Offers must be submitted with the execution page (first page of this document) signed and dated by an official authorized to bind the Vendor's firm. Failure to return a signed offer shall result in disqualification.

DELIVER VIA EMAIL TO: Sean McNamara @ sam@crec.net on or before **February 7, 2017**

DELIVER VIA MAIL TO:

Center for Regional Economic Competitiveness
Sean McNamara, COO
1700 N. Moore Street, Suite 2225
Arlington, VA 22209

INTRODUCTION

CREC is working with partners in Texas to mitigate the impact of defense spending adjustments and budget cuts on the state economy by identifying and assisting affected businesses, creating analyses to aid economic planning for affected regions, and facilitating high-impact entrepreneurship and technology acceleration activities in those regions. Texas enjoys a diversified economy, but relies significantly on defense expenditures, especially in certain sectors. In addition, there is a natural synergy between small, innovative companies and large prime contractors that is underdeveloped in most of Texas.

CREC seeks the assistance of a well-qualified contractor to assist with Company Survey Planning, Management and Targeted Business Analysis. Specifically, the services requested and required must be designed for the use of the state of Texas to both leverage the capabilities of the aerospace-defense industries into additional economic activities, as well as mine other industries for new sources of competitive advantage within defense and related industries.

SCOPE OF SERVICES

Develop and Conduct Surveys

CREC and its Texas partners recognize that secondary data and analysis cannot tell the full story. The analysis must be supplemented by direct input from companies in the defense industry, targeted industry clusters, local manufacturers, high-growth firms, and firms in other related industries in the supply chain. To capture this information, CREC is seeking help from the Consultant/Vendor to develop a customized survey instrument that will assess supply chain relationships, with particular emphases on information flows and the use of market information, and to capture the needs of these businesses to mitigate the effect of defense cuts that could be provided by outside service providers. These issues cannot be effectively addressed via economic data so surveys are essential for gathering this information.

CREC has established a database of defense-dependent and defense-related companies operating within the state for use as a sampling frame. Using the Texas Defense Industry Supply Chain Database that CREC has developed, the Consultant/Vendor will work with CREC to:

- Develop the survey instrument
- Field the survey
- Maximize response rates through following-up with initially unresponsive targets
- Analyze survey response data in accordance with targeted segments and respondent demographics

The Consultant/Vendor will field the survey to at least 1,000 companies in the Texas defense supply chain and in targeted industry clusters. CREC expects the Vendor to generate a high response rate.

Identify and Survey Fast and/or Sustained Growth Firms

Additionally, CREC and the Texas team specifically seek to include fast and/or sustained growth firms in the survey work. These firms are defined as companies that have successfully made transitions into new markets, or have grown their existing market share and added new jobs. Understanding the factors of success for these firms will likely provide translatable lessons that would accelerate the opportunity for other defense-dependent and defense-related firms to successfully diversify their efforts as well.

The Consultant/Vendor will work with CREC to generate a listing of the state’s fast and sustained growth firms from among those included in the sample frame, analyze distinctive survey results from this group of companies, and develop a policy brief with recommendations to support fast-growing firms in defense and targeted clusters.

All work by the successful Vendor shall be completed no later than June 30, 2017.

RESPONSES TO THIS SOLICITATION

Respondents to this solicitation should include:

1. A proposed scope of work for the timely delivery of the solution.
2. Documentation of Vendor’s past performance with similar projects.
3. Bios of Key Personnel.
4. A cost proposal.
5. Completed Offer page above.

EVALUATION CRITERIA

Vendor qualifications and experience with similar projects and response rate to similar surveys substantially impact the evaluation process, and will be evaluated along with the following:

Technical Proposal and Approach

- i. Scope of Work/Implementation Plan
- ii. Past Experience/Performance
- iii. Cost/Pricing

Note: CREC reserves the right to reject any submittal for non-compliance with this RFP. Also, cost/pricing is a consideration, but proposals will be evaluated for overall content, vendor experience with similar projects, and merit to achieve the objectives.