REQUEST FOR PROPOSALS
FOR
Economic Impact Modeling Tools & Economic Research Database

ISSUED BY:

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

ON: February 21, 2020

All questions regarding this RFP must be submitted in writing to Benjamin Lasiewicz at benjamin.lasiewicz@wedc.org by Friday, February 28, 2020 at 4:00 pm CT.

PROPOSALS MUST BE SUBMITTED BY:
Friday, March 6, 4:00 PM CT

To:
Benjamin Lasiewicz
Wisconsin Economic Development Corporation
201 West Washington Avenue, 6th Floor
Madison, WI 53703
I. Scope

The purpose of this Request for Proposals (RFP) is to provide interested proposers with the information needed to prepare and submit a Proposal for the following:

WEDC is seeking economic impact modeling tool(s) with the following requirements (currently WEDC uses two tools, one for long-term 6-digit NAICS Industry changes and another for short-term capital expenditures and thus there may be two contracts awarded - please indicate which economic impact modeling tool you are applying):

**Long-Term Economic Impact Modeling Tool:**
- Input-Output Modeling at the 6-digit NAICS for long-term impacts and supply chain impacts across industries, occupations, and demographics
- Easy to interpret outputs/interface
- Ability to construct geographic regions based on single or multiple states, counties, ZIP Codes, Census Tracts, Census Blocks, or metro statistical areas
- Ability to access a geographic region’s data on the following:
  a. Industries (from 2-digit through 6-digit NAICS)
  b. Occupations (from 2-digit through 5-digit SOC)
  c. Educational programs
  d. Relationships that connect these three areas of the economy
- Needs to be accessible to about 80 logins across WEDC and related entities
- Provide annual or quarterly training and support of the tool.

**Short-Term Economic Impact Modeling Tool:**
- Input-Output Modeling based on capital expenditures for short-term impacts such as brownfield remediation, construction, and community development projects (festivals, infrastructure investments, building razing, etc.)
- Easy to interpret outputs/interface
- Ability to construct geographic regions based on single or multiple states, counties, ZIP Codes, Census Tracts, Census Blocks, or metro statistical areas
- Ability to access geographic region’s data on the following:
  a. Commodity Data Summary
  b. Industry Demand (Institution, Household, and Government)
  c. Industry Output/Outlay Summary
- Provide annual training and support of the tool.

II. Project Timeline

The work needed to be completed under this RFP is subject to tight timing constraints. Proposers responding to this RFP must be prepared to conform to the following timeline. If this timeline is prohibitively restrictive, please indicate such and propose an alternate timeline.

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<td>Feb 28, 2020</td>
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<td>March 6, 2020</td>
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<td>Mar. 13, 2020</td>
<td>Committee review of Proposals</td>
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<td>Mar. 23-27 2020</td>
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<td>July 1, 2020</td>
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III. Wisconsin Economic Development Corporation

The Wisconsin Economic Development Corporation (WEDC) is a public body corporate and politic governed by Chapter 238 of the Wisconsin Statutes. WEDC was created under 2011 Wisconsin Act 7 and 2011 Wisconsin Act 32 to replace the economic and community development operations of the former Wisconsin Department of Commerce and to serve as the State of Wisconsin’s lead economic development organization. WEDC is governed by a Board of Directors and WEDC’s Chief Executive Officer is appointed by the Governor.

WEDC provides financial and technical assistance and services to businesses and organizations in Wisconsin for the purpose of strengthening economic development and creating and retaining jobs. As of June 30, 2019, WEDC had approximately 124 employees and an operating budget of approximately $39,000,000. Revenues to finance its operating budget are derived primarily from state appropriation, loan repayments and other income.

WEDC operates five economic and community development divisions and eight finance and administrative departments primarily in the Madison, Wisconsin location. WEDC provides grants, loans, loan guarantees, tax credits and other financial and technical assistance to its customers. WEDC utilizes the Intacct accounting system as well as Salesforce and a grant and loan management system.

IV. Proposal Requirements

Proposers responding to this RFP must provide sufficient responses to all of the below requests for information. Failure to respond to any of the requests may result in disqualification of the proposal.

a. **Mandatory Requirements Long-Term Economic Impact Modeling Tool:**
   - Input-Output Modeling at the 6-digit NAICS for long-term impacts and supply chain impacts across industries, occupations, and demographics
   - Easy to interpret outputs/interface
   - Ability to construct geographic regions based on single or multiple states, counties, ZIP Codes, Census Tracts, Census Blocks, or metro statistical areas
   - Ability to access geographic region’s data on the following:
     a. Industries (from 2-digit through 6-digit NAICS)
     b. Occupations (from 2-digit through 5-digit SOC)
     c. Educational programs
     d. Relationships that connect these three areas of the economy
   - Needs to be accessible to about 80 logins across WEDC and related entities
   - Provide annual or quarterly training and support of the tool.

a. **Mandatory Requirements Short-Term Economic Impact Modeling Tool:**
   - Input-Output Modeling based on capital expenditures for short-term impacts such as brownfield remediation, construction, and community development projects (festivals, infrastructure investments, building razing, etc.)
   - Easy to interpret outputs/interface
   - Ability to construct geographic regions based on single or multiple states, counties, ZIP Codes, Census Tracts, Census Blocks, or metro statistical areas
   - Ability to access geographic region’s data on the following:
     a. Commodity Data Summary
     b. Industry Demand (Institution, Household, and Government)
c. Industry Output/Outlay Summary
   - Provide annual training and support of the tool.

b. Organizational and Staff Capabilities
   i. Provide a brief description of the proposer’s history and organization.
   ii. Describe the proposer’s experience
   iii. Provide a list of at least three relevant engagements held by the proposer which indicates relevant experience.
   iv. Provide a list of all staff persons who will be involved in carrying out the tasks covered by this RFP, describing each in terms of their involvement in specific tasks and qualifications.
   v. Provide a list of any subcontractors (individual or organizational) that the proposer intends to use when providing services under this RFP (Note: the proposer is not required to use subcontractor(s). However, no subcontractor may be used without WEDC’s written approval.)

c. Technical Requirements/Approach to the Project
   i. Describe, in detail, the proposer’s technical approach to the project
   ii. Provide a timeline for conducting the work under this RFP.

d. Other Items
   Please describe items not included in the scope of work under this RFP that the proposer recommends be completed. Include the price for any such extra items in the Cost Proposal as additional costs.

e. Documents
   i. Provide a copy of the proposer’s W-9.
   ii. Provide a copy of the proposer’s standard contract documents.

V. Cost Proposal
Proposers should provide a fixed cost proposal for the services to be provided under this RFP, including anticipated out of pocket costs. The cost proposal should include the estimated number of hours and the billing rate for each level of team member assigned to the engagement. The cost proposal shall be a capped total cost for the services to be provided under this RFP.

VI. Terms and Conditions
The following terms and conditions affect responses to this RFP and any resulting contract. These terms shall be adhered to by any interested proposer and are non-negotiable.

   a. Contract Term
      The contract will cover 1 year with the option to renew for another 4 years for a total of 5 years.

   b. Confidentiality
Proposer acknowledges that all information, data, records and documents disclosed by WEDC to proposer, or which come to proposer’s attention during the course of its response to this RFP or performance under any resulting contract constitute valuable and proprietary assets of WEDC (Confidential Information). Proposer agrees not to disclose the Confidential Information, either directly or indirectly, to any person, entity or affiliate unless required to do so by legal process of law without prior authorization by WEDC. If required to disclose Confidential Information by legal process, Proposer shall provide WEDC with prompt notice so WEDC may seek an appropriate protective order. Except as required to respond to this RFP or during the course of its performance under the terms of any resulting Agreement, proposer shall not use any Confidential Information for its own purposes.

c. **Conflict of Interests**
   Proposers’ response to this RFP must include, in writing, disclosure of any potential conflict of interests that may arise from proposer’s performing services for WEDC. Any resulting contract will require that if a vendor fails to disclose a potential conflict of interest, and if WEDC determines such failure to disclose involves a material conflict of interest, the vendor’s contract may be declared to be void by WEDC and any amounts paid under the contract may be recovered by WEDC. Vendors shall advise WEDC of any changes in potential conflicts of interest.

d. **Nondiscrimination**
   Pursuant to Wisconsin law, any contract resulting from this RFP will include the following language regarding nondiscrimination:
   
   In connection with the performance of work under this contract, Licensor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Licensor further agrees to take affirmative action to ensure equal employment opportunities. Licensor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

e. **Public Records and Retention**
   Responses to this RFP, any communication with WEDC, and any resulting contract, work product, and other materials submitted to WEDC may constitute public records subject to disclosure under Wisconsin’s Public Records Law, § 19.31 et seq. Proposers shall mark documents “confidential” where appropriate for financial and other sensitive materials that should be, to the extent possible, be kept in confidence.

f. **Examination of Records:**
Any contract resulting from this RFP will provide WEDC the right, at any time during normal business hours, upon reasonable notice, to have access to and examine, audit, excerpt, transcribe, and copy, on proposer’s premises, any of the proposer’s records directly pertinent to the contract.

g. **Insurance**
   If awarded the contract, the proposer shall, at its expense, obtain and maintain adequate liability insurance insuring applicant against any claims, demands, causes of action, and liability arising from and in connection with applicant’s services under the contract.

**VII. RFP Process**

a. **Reasonable Accommodations**
   WEDC will provide reasonable accommodations, including the provision of informational material in an alternative format, for individuals with disabilities upon request.

b. **Communication with WEDC & Submitting Questions**
   All communication regarding this RFP shall be directed to WEDC’s Research Manager, Benjamin Lasiewicz at benjamin.lasiewicz@wedc.org. Information regarding this RFP obtained from other sources is unofficial and nonbinding. Communication with other sources may be cause for rejection of a proposal. All questions regarding this RFP must be submitted in writing to WEDC’s Research Manager, Benjamin Lasiewicz by February 28, 2020 at 4:00 p.m. CT.

c. **Incurring Costs**
   WEDC is not Liable for any cost incurred by a vendor for responding to this RFP.

d. **News Releases**
   News releases pertaining to the RFP or to the acceptance, rejection or evaluation of proposals shall not be made without the prior written approval of WEDC.

e. **Submitting the Proposal**
   Proposers shall submit an electronic, PDF, version of their Proposal to WEDC’s Research Manager, Benjamin Lasiewicz at benjamin.lasiewicz@wedc.org no later than **March 6, 2020 at 4:00 p.m. CT**. Proposers shall deliver three hard copies of their proposal to:

   Benjamin Lasiewicz  
   Wisconsin Economic Development Corporation  
   201 West Washington Avenue, 6th Floor  
   Madison, WI 53703

   Both the electronic and hard copies must be received for the proposal to be submitted on time. Proposals should follow the sequence and outline presented in this RFP.
VIII. Evaluation of RFP

a. Proposal Review, Verification and Acceptance
WEDC shall review each proposal to verify that it meets all specified requirements in the RFP. WEDC may seek clarification on any response and/or require additional information from any applicant or call for new responses. Proposals that do not comply with instructions contained in the RFP may be rejected by WEDC. WEDC reserves the right to waive a particular specification if no proposer meets that specification. WEDC may request reports on the proposer’s financial stability. WEDC may reject a proposal if the proposer is determined to have inadequate financial means to provide the required service. WEDC retains the right to accept or reject any or all proposals, or accept or reject any part of a proposal, determined to be in the best interest of WEDC. WEDC shall be the sole judge as to compliance with the instructions contained in this RFP. Proposals shall be firm for acceptance for ninety (90) days from date of receipt unless otherwise noted. A proposer may not modify its proposal after submission except to correct minor omissions or miscalculations as directed in writing by WEDC.

b. Proposal Scoring
Scoring will be based on proposal responses to Section I: Scope and Section IV: Proposal Requirements: Mandatory Requirements.

c. Evaluation Criteria
Mandatory requirements must be met in order for a proposal to be considered for selection under this RFP. Evaluation of the proposals will be based on the proposer’s responses to:

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  - Industry Demand (Institution, Household, and Government)
c. Industry Output/Outlay Summary
   • Provide annual training and support of the tool.

d. Right to Reject Proposals and Negotiate with Proposers
   WEDC reserves the right to reject any and all proposals. WEDC may enter into negotiations with multiple vendors regarding the terms of the contract and the cost proposal before determining the highest scoring proposer. WEDC shall not, under any circumstances, reveal a proposer’s cost proposal to any other proposer prior to contracting for services.

e. Award Decision
   WEDC will select the proposal deemed to provide the services described in this RFP at the best value to WEDC, taking into consideration the proposers' experience, expertise, and cost proposals.

f. Notice of Intent to Award
   All proposers who respond to this RFP will be notified in writing of WEDC's intent to award the contract as a result of this RFP.