



Request for Proposals (RFP)

Economic Development Funding Program \$2,500 or More

Date of Issue: January 31, 2023

**Deadline for Responses:
February 28, 2023 5:00 p.m.**

**1 complete response package may be submitted via email to
admin@klamathfalls.city**

(Preferred Method)

OR

1 copy of the completed response package including all supplementary materials may be hand-delivered by the deadline or received by the City by mail by the deadline at the following address:

City of Klamath Falls
500 Klamath Avenue
Klamath Falls, OR 97601
Attention: Kristina Mainwaring

HAND DELIVERY RECOMMENDED IF SUBMITTING HARD COPY

I. Introduction

The City of Klamath Falls supports local nonprofits that foster the City's economic prosperity and quality of life. Funding opportunities are available to local nonprofits that launch, expand, attract or retain businesses in the City, advancing the City of Klamath Falls as a leading innovation hub and tourist destination.

Eligibility under this program application is determined for programs requesting \$2,500 or more in program funding.

Examples of a variety of essential City programs and services, include:

- Business attraction and retention, with an emphasis on key industry clusters
- Small business assistance and nonprofit support
- Workforce development, including job training for today's jobs and tomorrow's opportunities
- Public and private projects such as affordable housing, job creation, economic development, and open space creation and management
- Neighborhood development, including commercial corridor stabilization and revitalization

Term of Award

Unless otherwise noted in the program descriptions, it is anticipated that successful proposals will be funded for a term of one year beginning in fiscal year 2023. If a renewal option is exercised, subsequent grant amounts and terms will depend upon the performance of the grantee during the initial award period, as well as other policy considerations as determined by the City. Grantees will be asked at a minimum to submit a final report (format to be determined) of their grant activities and, if the City elects to exercise the renewal option(s), a revised scope of work and budget for the grant renewal period(s) for the City to review. The City reserves the right, in its sole discretion, to not exercise a renewal option and, if it exercises the renewal option, to determine any change in the size, length, and scope of the successive grant(s).

II. Program Areas and Scope of Work

The funding in this Request for Proposals (RFP) touches numerous aspects of the City of Klamath Falls' diverse economy, with a focus on advancing equity and shared prosperity for all residents.

An eligible nonprofit has a mission that closely aligns with one of the following:

- **Goal A:** Creates, retains and/or expands small businesses with a neighborhood-based focus, excluding Business Improvement Districts.
- **Goal B:** Creates, retains and/or expands non-base-sector small businesses by offering a program to small businesses Citywide, not focusing on specific commercial neighborhoods.
- **Goal C:** Promotes the City of Klamath Falls as a visitor destination, enhancing the tourism base sector.
- **Goal D:** Enhances Klamath Falls' economic standing in areas such as being a center for innovation, a destination live here-work there; a go-to for entrepreneurship and technology development for base sector businesses.

WHAT IS NEEDED FOR FUNDING FROM THE CITY

- A copy of the organization's Articles of Incorporation as filed with the Secretary of State. Organization must have existed for at least two years from the date of incorporation
- Valid organization EIN number
- A copy of the organization's Federal Tax Determination Letter: 501(c)(3) or 501(c)(6) for other funding
- A copy of the organization's Budget Overview
- Organization charts for the entire organization and for each division administering funded projects
- Information on Board of Directors (name, position, term start/end dates, professional/affiliation)
- An organization mission statement (50 words maximum)
- A narrative on the organization's experience and success in providing services to target populations

- A description of the target population(s) currently served by the organization
- A copy of the organization's Board-approved financial management policy and procedures
- A copy of the organization's Board-approved procurement policy and procedures
- The organization is not on any state or federal debarment list

***Note: The City of Klamath Falls requires awarded organizations to have comprehensive insurance coverage during funding periods.*

Note that the sections below are not available for direct data entry. Please download the fillable Word application form available at www.klamathfalls.city

PART I. APPLICANT PROFILE

This section should include information for the Applicant. The Applicant is the entity that will hold the contractual obligation for the proposed project. If you are applying as the fiscal agent for another entity, please include your information here and list information on the Program Lead in the next section. All fields marked by an asterisk (*) are mandatory; enter 0 or N/A if not applicable.

Applicant Name* (75 characters) <i>e.g. Name as shown on your 501(c)(3), 501(c)(4), or 501(c)(6) letter and to whom contributions are payable</i>	[Applicant Name]
Doing Business As (DBA) or Also Known As (AKA), if applicable (50 characters)	[DBA or AKA - limit 50 characters]
Address* <i>Headquarters Street Address with Suite #, if needed</i>	[Street Address] [City], [State] [Zip]
Web Address*	[Website]
Main Phone including area code*	
Executive Director/CEO Name*	[ED/CEO Name]
Executive Director/CEO Title*	[ED/CEO Title]
Executive Director/CEO Direct Phone*	[ED/CEO Phone]
Executive Director/CEO Email*	[ED/CEO Email]

POINT OF CONTACT FOR THIS APPLICATION

The person identified in this section should be authorized to clarify programmatic and budgetary questions on behalf of the Applicant.

Primary Point of Contact Name* [Contact Name]	Primary Point of Contact Title* [Contact Title]
Primary Point of Contact Direct Phone* [Contact Phone]	Primary Point of Contact Email* [Contact Email]

PART II. PROJECT/PROGRAM DESCRIPTION

Please indicate the Project Title and provide a brief (1-2 sentence summary of the Project/Program)

Project/Program Title:

Please provide a brief 1-2 sentence summary of the proposed project/program:

[Project Summary – limit 300 characters]

ORGANIZATIONAL HISTORY AND EXPERIENCE

For this section set, there must be a demonstrated program history and track record of ability to efficiently and effectively administer economic development programs and achieve desired outcomes. Your answers should demonstrate a logical relationship between the organization, its mission, and the proposed program.

Briefly describe your organization’s mission, values and experience providing services to residents and businesses.

[Agency History – limit 1,500 characters]

Discuss your organization’s ability to implement the proposed project/program and how it fits with your existing experience providing economic development services.

[Implementation – limit 2,000 characters]

Please describe your staffing plan for the proposed project/program, including:

- The role of your board or governing body in overseeing the proposed project/program, as well as any specific skills, experience, certifications, or experience providing similar services
- Qualifications of staff, partners, and subcontractors that will make up the project/program team
- How work will be distributed within the project/program team
- Any specific cultural, linguistic, educational, or other competencies that will help the project/program team effectively implement the proposed project

Include name, job title and number of years at the organization. You may additionally attach the resume(s) of staff as additional attachments; however, you must clearly describe your project/program team in response to this question.

[Project Team – limit 4,000 characters]

Describe any community or population-based needs this project/program will address. Highlight the economic, social, financial, institutional, or other issues that require a solution as well as indicators of community support.

[Statement of Need – limit 1,000 characters]

Clearly describe your approach to the project/program. Provide detailed goals and objectives and describe any evidence-based practices that inform your project design. Address all the following in your response:

- Is this program new or existing?
- Describe the specific community need(s) that your program intends to address. Explain how you identified this need.
- Describe your organization’s approach to attract public and private investment to sustain your program/project.
- Describe the benchmarks for measuring progress and success for this program/project. How will you assess the quality and effectiveness of the proposed project or program? Include, if applicable, examples such as focus groups, surveys, stakeholder input, and other methods of evaluation. Describe how evaluation results are reviewed and used to improve programming.

[Program Design and Approach – limit 10,000 characters]

Evaluation and Selection Criteria

Proposals will be reviewed by a Review Committee. The Review Committee may consist of non-City staff and other individuals who have experience in the service areas requested in this RFP. Nothing herein shall obligate the City to any funding or shall guarantee any proposer the right to any funding. The City reserves the right not to fund based upon the ability of the proposer to meet the City's objectives and budgetary priorities.

A. Review Process

The City will verify that the proposals have met all the requirements to be considered responsive. Failure to comply with the proposal requirements contained in this RFP may result in elimination of that proposal from consideration. All responsive proposals will then be submitted to the Review Committee for funding recommendation.

1. The City may contact the applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Committee.
2. Any attempt by an applicant to contact a member of the Review Committee during the proposal review process (other than submitting clarification questions or responding to any City-initiated contact) may result in the elimination of that proposal from consideration.
3. After the Review Committee has concluded the evaluation of the proposals, the results will be submitted to the City Manager, and the appropriate oversight bodies, if necessary, for review and determination of the award.
4. All applicants will be notified of the results of the evaluation.
5. *Final financial award will be subject to approval by City Council as part of the budget process. Funds will be available after July 1.*

B. Minimum Qualifications

Any proposal that does not demonstrate that the proposer meets the requirements described in Section II by the deadline for submittal of proposals, will be considered non-responsive and will not be eligible for funding consideration.

C. Selection Criteria

Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

III. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the City, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the City promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP, and all notifications of intent to request written modification of or clarification of or objections to the RFP, must be directed by email to admin@klamathfalls.city

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The City may modify the RFP, prior to the proposal due date, by issuing updates and change notices, which will be posted on the City's website. The proposer shall be responsible for ensuring that its proposal reflects any and all guidance issued by the City prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the City website frequently, including shortly before the proposal due date, to determine if the proposer has incorporated all current guidance.

E. Proposal Clarification

At any time during the proposal evaluation process, the City may require a proposer to provide oral or written clarification of its proposal. The City reserves the right to make an award without further clarifications of proposals received.

F. Errors and Omissions in Proposal

Failure by the City to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

G. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

H. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means;
6. Determine that no project will be pursued; or
7. Cancel the procurement action in its entirety

I. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.