



**REQUEST FOR PROPOSALS  
FOR  
LABOR ANALYSIS  
BOONE COUNTY, INDIANA**

**BOONE COUNTY ECONOMIC DEVELOPMENT CORPORATION  
2030 INDIANAPOLIS AVENUE, LEBANON, IN 46052  
MOLLY WHITEHEAD, EXECUTIVE DIRECTOR  
MWHITEHEAD@BOONEEDC.ORG  
JANUARY 28, 2019**

The Boone County Economic Development Corporation (“Boone EDC”) is requesting proposals from interested, highly-qualified firms to conduct a comprehensive labor analysis for Boone County and its surrounding Labor Shed.

The successful proposer will work directly with the Boone EDC for all activities involved with the project. The following activities and/or deliverables are to be included in the study, consistent with the Scope of Work as detailed:

### **SCOPE OF WORK:**

- Wage information
  - Overall average wage for Boone County
  - By industry and occupation in Boone County. Should include, but is not limited to, jobs in manufacturing, information technology, professional, and logistics/distribution.
  - Compared to our surrounding counties (including at least Tippecanoe, Clinton, Hamilton, Marion, Hendricks, and Montgomery County), the Indianapolis metro of 9 counties, Indiana, and the nation
- Workforce Data
  - Availability to support hiring needs associated with existing Boone County employers, those employers who have announced plans to open a new location in Boone County but are not yet operational, and prospective employers considering Boone County
    - Should include heat maps of potential employees as well as where existing employment lives
  - Workforce participation, underemployment, and unemployment rates for Boone County
  - Prominent skills gaps in existing and potential workforce in Boone County
- Commuter pattern analysis, including percentage of residents that work outside of Boone County

### **ANALYSIS STUDY DELIVERABLES:**

- Comprehensive Final Report, including steps used in the process, data, and recommendations
- Presentation of comprehensive final report to Boone EDC

## **PROPOSAL RESPONSE & SUBMITTAL REQUIREMENTS:**

- Background on your organization.
- Three (3) references from agencies or other economic development organizations from whom your firm has performed similar studies. The reference information must include the following:
  - Name of Agency
  - Contact person and telephone number
  - Summary of work performed, including hyperlinks to any publicly available examples of work
- No more than three (3) samples of recent labor analyses your firm has conducted
- Statement of Methods and Procedures: Provide a detailed plan to achieve the necessary requirements and plan for accomplishing the work. This plan should describe the approach, methodology, and procedures to be employed to gather the data, analyze the findings, and develop recommendations.
- Work Schedule: Provide a timeline indicating tasks required and the anticipated completion date, including specific milestones in the timeline.
- Describe your team's project management approach and communication strategy with the Boone EDC in the process. Describe how periodic updates will be handled to share progress and milestones.
- Provide detailed cost of services, including but not limited to:
  - Fixed prices, including out-of-pocket expense, for all costs associated within the scope of this proposal
  - Additional billable costs for non-specified tasks
  - Total fees and expenses for the entire scope of the project
  - Any area which proposers believe should be included in the scope of work in this proposal, but which is not stipulated in the RFP, and identify the costs associated with the services rendered pursuant to this proposed expansion of the scope of work set forth in this RFP.

## **PROPOSAL EVALUATION AND SELECTION:**

The various significant factors that will be considered in the evaluation of proposals are summarized below:

- Demonstrated understanding of the service requested
- Prior experience in performing similar projects
- Overall project methodology and approach
- Timeline for completion and proposed schedule
- Fees and Costs
- Reference Checks

## **PROPOSAL RESPONSE & SUBMITTAL REQUIREMENTS:**

The response shall be submitted electronically in one email and saved in a PDF format.

- One PDF shall be the response that includes all information detailed on page 3, except for the sample work. This response should not be more than 10 pages in length.
- Work samples should be submitted as separate PDF files.
- No more than 4 total PDFs should be submitted.

The proposal should be submitted no later than **February 22, 2019 at 5:00 pm EST** to Molly Whitehead at [MWhitehead@BooneEDC.org](mailto:MWhitehead@BooneEDC.org).

The Boone EDC will not be responsible for payment of any expenses incurred as a result of responding to the RFP. The Boone EDC reserves the right to not accept any RFPs submitted.

## **QUESTIONS:**

Any questions should be submitted by email only to Molly Whitehead at [MWhitehead@BooneEDC.org](mailto:MWhitehead@BooneEDC.org) by February 19, 2019. Any questions submitted after the 19<sup>th</sup> may not receive a response in time for submission.