

INTERGOVERNMENTAL COOPERATION AUTHORITY FOR HARRISBURG

REQUEST FOR PROPOSALS (RFP) DATED MARCH 26, 2019 FOR AN INDEPENDENT CONTRACTOR TO FUNCTION AS THE PART-TIME EXECUTIVE DIRECTOR

I. PURPOSE AND INTENT

In accordance with the Commonwealth Procurement Code, 62 Pa.C.S. 3101 *et seq.*, the Intergovernmental Cooperation Authority for Harrisburg (the "ICA") issues this Request for Proposals (RFP) to qualified firms or individuals interested in serving as its part-time Executive Director as an independent contractor. This contract shall be terminated at any time, for any reason, upon a vote of the majority of the Board of the ICA.

II. PROPOSAL SUBMISSION

Qualified parties shall submit an electronic copy of the proposal via email to hbgica@gmail.com with the subject "Proposal for A Part-time Executive Director." Proposals shall be addressed to:

Members of the Board
Intergovernmental Cooperation Authority for Harrisburg

The proposal must be received no later than **April 12, 2019 at 12:00 pm**. Any questions concerning this RFP must be directed in writing to hbgica@gmail.com.

All documents/information submitted in response to this solicitation shall be available to the general public. Offerors are solely responsible for any costs associated with the preparation and/or presentation of their proposals. The ICA reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The ICA further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all offerors submitting proposals.

III. GENERAL INFORMATION ON THE ICA

The ICA was established by the Pennsylvania General Assembly pursuant to Act 124 of 2018, the Intergovernmental Cooperation Authorities Act for Cities of the Third Class (the "Act"). A five (5) member governing board exercises the powers and duties of the ICA. The Board generally meets on the fourth Tuesday of each month and holds special meetings on an as needed basis. Although the ICA has no employees or agents at the present time, the Board may retain employees and contract for professional services. The Board now wishes to contract with an independent general counsel.

IV. SERVICES REQUIRED

The Intergovernmental Cooperation Authority of Harrisburg ("ICA") is seeking an experienced independent contractor or firm to function as the part-time Executive Director for that entity. The Executive Director will partner with the appointed board to assist with independent research, recommendation, compilation, critic and response to various financial proposals; preparation of required annual and other reports; oversight of budget and administrative tasks; and handling Right-to-Know requests and Sunshine Act compliance.

Hourly or project compensation is negotiable. The position does not offer fringe benefits. Contractor has the opportunity to work remotely and independently utilizing his/her own equipment, and is expected to exercise independent discretion and judgment to accomplish tasks requested by the Board with minimal supervision from the Board, but must attend Authority Board meetings in person.

Responses to the Request for Proposal should be submitted on or before April 20 to: hbgica@gmail.com. Any questions should also be sent to the same ica email address. Equal Opportunity Entity.

V. MINIMUM QUALIFICATIONS

The individual or firm offering the services must establish that the person assigned to the project:

1. Certification of intent to comply and compliance with all provisions of the Act, including but not limited to Section 202 (g)(2) and (3) (relating to restrictions on party and public office for employees and agents), and understanding that services are being sought for an individual or an entity to serve as an Independent Contractor, not an employee;
2. A Master's Degree in Governmental Administration or other applicable graduate degree;
3. Knowledge of state and local government;
4. Strong oral, verbal, financial and organizational skills;
5. Ability to interface successfully with the media and community;
6. Flexibility to address the various statutorily required timetables for ICA needs;
7. Access to secretarial/clerical support within the price quoted, unless the offeree is self-sufficient for these purposes.

VI. MANDATORY CONTENTS OF PROPOSAL

1. Contact information, including the location of the offeror's office at which services shall be performed.
2. A statement of compliance with all the minimum qualifications set forth above.
3. An executive summary of no more than two (2) pages, identifying and substantiating why the offeror is well qualified to accept this engagement.
4. A staffing plan listing those persons who will be assigned to the engagement, including their experience qualifications and resumes or CVs. The staffing plan shall designate a principal professional responsible for all services performed under this engagement.
5. A fee proposal for the 2019 and 2020 calendar years for any and all persons to be covered by the contract on an hourly or a project basis.
6. References, with contact information, for three (3) current or former governmental officials/ entities for whom services have been provided within the past ten (10) years.
7. If the offeror is the subject of any ongoing investigation, is a defendant in any litigation, and/or has been subject to any professional disciplinary action over the last five (5) years, provide a description of the same.

8. Disclosure of any existing or potential conflicts of interest as may relate to this appointment.

VII. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The successful offeror shall adhere to all federal and state regulations in respect to equal opportunity, affirmative action, and minority representations. Minority firms or individuals are encouraged to apply. If the offeror is either a Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority Business enterprise (MBE) or women business enterprise (WBE) that qualifies as a small business, or the United States Small Business Administration certified 8(a) small disadvantaged business, then documentation of same shall be included with the proposal

VIII. INTERVIEW

The ICA reserves the right to interview any or all of the offerors submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The ICA reserves the right to request clarifying information subsequent to receipt of proposals.

IX. EVALUATION FACTORS

Award shall be made to the responsible offeror determined to be best qualified based on, but not limited to, the following criteria (not necessarily listed in order of significance):

1. Responsiveness to the Mandatory Contents of Proposal. Non-responsive proposals may be rejected without further evaluation.
2. General approach to providing the services required under this RFP.
3. Relevant experience.
4. Overall ability to mobilize, undertake, and successfully perform services for the ICA.
5. Costs and fee schedules.

X. SELECTION AND APPOINTMENT

The ICA will accept the proposal deemed most advantageous to the ICA, with fees, any changes negotiated by the parties, and other factors considered.