



ESREN
EASTERN STRAIT
REGIONAL ENTERPRISE NETWORK

Request for Proposals

Municipal Investment Readiness: Phase 2
Investment Readiness Report Card & Development Plan

June 14th, 2018

Introduction

The Eastern-Strait Regional Enterprise Network (ESREN) and its municipal partners (Municipality of the County of Antigonish, Municipality of the District of Guysborough, Municipality of the District of St. Mary's, Town of Port Hawkesbury, Town of Mulgrave and Town of Antigonish) recently completed Phase 1 of its Investment Readiness work which identified and mapped regional investment assets so that we as partners can respond quickly to investment inquiries with the best information available. The partners are now beginning Phase 2 of the its regional Investment Readiness Work with an Investment Assessment that will look at the ability of individual municipalities to effectively respond and leverage assets for investment.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH



THE TOWN OF
ANTIGONISH



Goals of Project

The Investment Readiness Study is expected to address the following goals for the ESREN and its partners:

- Assess the current state of ESREN and municipal partners' investment readiness.
- To improve the overall state of investment readiness of each municipal partner as well as the ESREN.
- To prepare the ESREN and its municipal partners to respond to inquiries and site visits from potential investors more efficiently and effectively.
- Identify gaps that limit investment potential locally and regionally and identify steps to improve investment potential.
- Perform a regional opportunity assessment identifying key projects for development.

Organizational Description

The Eastern-Strait Regional Enterprise Network has been created by the Towns of Antigonish and Port Hawkesbury and the Municipalities of Antigonish, Guysborough and St. Mary's as well as the Province of Nova Scotia. We recently were pleased to welcome the Town of Mulgrave to join our economic development partnership.

We work with partners to provide regional economic development leadership in the Eastern-Strait Region of NS. Our approach is strategic and driven by regional economic priorities and the needs of business.

Invitation

The partners are seeking proposals from qualified individuals and organizations to conduct a study with the following deliverables:

Project Requirements/Deliverables

The Investment Readiness Project shall contain, but not be limited to, the following components:

- Prepare and delivery investment readiness training materials
- Deliver a one-day Investment Readiness coaching and training session for the ESREN and its municipal partners
- Provide a one-day coaching/training session in each municipality that is tailored to address the needs of that municipal partner.
- Specifically assess all aspects of investment readiness for the ESREN, including an inquiry response and site visit prepared by the ESREN;
- Prepare a report on the current state of investment readiness and an Investment Readiness Action Plan for the ESREN;
- Prepare a report on the current state of investment readiness, an Investment Readiness Action Plan for each ESREN municipal partner;
- Perform and report on the outcome of an opportunity assessment for each municipal partner and the region.
- Work with the ESREN and municipal partners to prepare a “lead handling protocol” between the ESREN and municipal partners, and (optionally) between the ESREN and NSBI
- Prepare an investment enquiry response template for ESREN

The partners are also interested in any other information that will allow them to make informed decisions surrounding economic development initiatives.

Guidelines for Proposal Format

Proposals are to contain the following information.

- **Introduction:** A letter of introduction to both the consultant(s) and the nature of the proposed approach to the project.
- **Qualifications:** Name(s) and qualifications of those involved in project.
- **Experience:** Provide an overview of prior work on corporate, strategic or business planning (An example of this work would be beneficial though not required).
- **Methodology:** A detailed outline of the methods used to provide the deliverables described above and associated timelines.
- **Cost:** Provide a breakdown of the time to be spent on the project including a breakdown of costs per project hour.
- **References:** Provide names and contact information for three (3) references include work completed that demonstrates the ability to undertake and complete similar projects on time and on budget.

Submission

Proposals are due to the Eastern-Strait Regional Enterprise Network by **Friday, July 6th, 2018, at 4:00 pm Atlantic Standard Time.**

Proposals may be submitted in hard copy by delivering three (3) sealed copies clearly marked as **Investment Readiness Phase 2** to The Eastern-Strait Regional Enterprise Network, 54 St. Mary's Street, Antigonish, NS B2G 2A5

In addition to hard copies, proposals may be submitted electronically. They should be clearly labelled as **Investment Readiness Phase 2**, and submitted to: jbeaton@esren.ca

The individual assumes the burden of delivery. The partners reserve the right to reject any and all of the proposals received.

The proponent may withdraw their proposal at any time prior to the closing time by submitting a written letter to John Beaton, CEO. This written request must be received prior to Friday, July 6th, 2018, at 4:00pm.

Evaluation Criteria

The successful firm or individual will possess the requisite skills to address the deliverables outlined. Each proposal received will be reviewed and scored based on overall presentation, value and by using the following points system.

Experience & qualifications of primary consultant / team	30%
Appropriateness of approach and proposed methodology including engagement, implementation and measurement	30%
Work plan, schedule, cost & level of effort	20%
Understanding of objectives	10%
Innovation in approach, methodology or techniques	10%
	100%

General Terms and Conditions

Confidentiality

Material and information provided to the consultant by the partners must be kept confidential. This includes reports as well as information collected through public engagement. All information and documentation are to be treated as confidential and not to be released unless permission is granted by the partners; unless they are identified as public documents.

Costs Incurred by the Proponents

All costs and expenses incurred in the preparation and submission of a proposal shall be borne by the consultant. There shall be no direct or indirect payment for the preparation of a submission or to attend interviews in response to this Request for Proposal.

Freedom of Information

All documents, including submissions of proposals to the partners, become the property and a record of the partners; as such are subject to the Nova Scotia's Freedom of Information and Protection of Privacy Act and the Nova Scotia Municipal Government Act. By submitting a proposal, the proponent is agreeing to public disclosure of its contents as required under these Acts.

Enquiries

Any enquiries regarding this Request for Proposal should be directed to:

John Beaton, CEO
Eastern-Strait Regional Enterprise Network
54 St. Mary's Street, Antigonish, Nova Scotia, B2G 2A5
jbeaton@esren.ca 902-867-3817