

BACKGROUND

The Two Rivers-Ottawquechee Regional Commission (TRORC) received funding from the US Economic Development Agency (EDA) to update the East Central Vermont Comprehensive Economic Development Strategy (CEDS). Together with our partners, Green Mountain Economic Development Corporation, Springfield Regional Development Corporation, and the Southern Windsor County Regional Planning Commission, TRORC is seeking to identify and select an outside independent organization to compile economic data specific to this region.

The East Central Vermont CEDS Region is comprised of 40 towns in portions of Windsor, Orange, Addison, and Rutland counties. The majority of the Area is in Windsor and Orange counties. Our member towns are as follows:

- Windsor County: Andover, Baltimore, Barnard, Bethel, Bridgewater, Cavendish, Chester, Hartford, Hartland, Ludlow, Norwich, Plymouth, Pomfret, Reading, Royalton, Sharon, Springfield, Stockbridge, Weathersfield, West Windsor, Windsor, and Woodstock.
- Orange County: Bradford, Braintree, Brookfield, Chelsea, Corinth, Fairlee, Newbury, Randolph, Rochester, Strafford, Thetford, Topsham, Tunbridge, Vershire, and West Fairlee.
- Rutland County: Pittsfield.
- Addison County: Granville and Hancock.

The economic challenges for the East Central Vermont region are to develop new businesses and encourage the growth of existing businesses that are appropriate to this region, that will provide higher paying, high satisfaction jobs. By updating our CEDS Plan, regional economic developers can maintain and enhance existing economic resources, such as housing, labor, child care, infrastructure, and income, and continue to develop new economic resources that increase the potential for greater income and diversity in regional business clusters.

Performance under the scope of work must be completed by **September 17, 2010**.

PURPOSE OF THE REQUEST FOR PROPOSALS

TRORC is interested in obtaining the following labor and economic cluster trend data specific to the 40 town East Central Vermont region:

1. Workforce and Employer Changes
 - Rate of job and wage growth, all industries and businesses
 - Underemployment rates and trends
 - Rate of business and industry startups and failures

2. Occupation and Industry Analysis
 - Identify key business and industry sectors in the region by number of employees, wages, number of businesses
 - Percent change in these sectors over that last five years, identify trends for these clusters/sectors

The final report shall be emailed to TRORC in digital format. The report shall include all data collected and compiled by the vendor in a spreadsheet, following the outline above, and a basic analysis of the data showing how the data were gathered, what trends are suggested, and any other conclusions that can be drawn. Policy and strategy development are not needed.

SCHEDULE

1. Proposals due	August 10
2. Anticipated decision and selection of vendor	August 13
3. Contract offer and commencement of work	August 16
4. Targeted project end	September 17

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to TRORC in terms of cost, functionality, and ability to meet our proposed schedule.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between TRORC and the selected Vendor. The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Deliverable(s)
4. Detailed and Itemized Pricing

FUNDING

Approximately \$12,000 is available for this scope of work.

CONTACT INFO

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