



Missouri Association of Councils  
of Government (MACOG)  
213 East Capitol Avenue  
P.O. Box 1865  
Jefferson City, MO 65101

## **Request for Proposals**

### **Stakeholder Engagement & Facilitation**

#### Statement of Purpose

The Missouri Association of Councils of Government (MACOG) – the statewide association comprising all 19 of Missouri’s regional planning commissions and councils of government – is requesting proposals from qualified firms, organizations and individuals to provide stakeholder engagement & facilitation related to developing Missouri’s statewide long-term disaster recovery framework regional and local disaster preparedness and long-term disaster recovery.

#### Background Information

In November 2015, the Missouri Association of Councils of Government (MACOG) was awarded a Community Development Block Grant to further enhance Missouri’s disaster resiliency and preparedness. The goal of this statewide planning initiative, developed in consultation with the Missouri Departments of Economic Development and Public Safety, is to provide key value added planning services to supplement existing disaster mitigation and long-term recovery programs and give strategic planning support to local communities to help them better prepare for possible disaster events. In 2016, MACOG received a local technical assistance grant from the United States Department of Commerce – Economic Development Administration to supplement funding for this planning initiative.

The Scope of Work referenced in this Request for Proposals relates to the stakeholder engagement and facilitation process to build consensus based on the outcomes of the facilitated sessions and the drafting of appropriate sections in the Missouri Disaster Recovery Framework.

One element of this Scope of Work is to develop a resource “toolkit” for local governments on how to plan for and conduct effective long-term disaster recovery activities in concert with the Missouri Disaster Recovery Framework.

#### Scope of Work

This work activity will organize and facilitate a consensus building process with selected stakeholder groups of volunteer groups and organizations in Missouri engaged in long-term disaster recovery support activities.

Specific work activities are:

- I. Under the supervision of MACOG, coordinate with the Missouri Flood Recovery Coordinator and/or Recovery Support Function (RSF) Leads to convene meetings of selected stakeholder groups of volunteer groups and organizations in Missouri engaged in long-term disaster recovery support activities.
- II. Facilitate approximately 5-7 meetings of said selected stakeholder groups to build consensus based on the outcomes of the facilitated sessions.

- III. Assist with drafting certain sections of the Missouri Disaster Recovery Framework regarding volunteer groups and organizations during long-term disaster recovery support activities.

Contractor will not be responsible for stakeholder meeting logistics including stakeholder identification, invitation, room arrangements, etc.

#### Deliverables

- I. Organize and facilitate approximately five to seven (5-7) stakeholder group meetings.
- II. Draft written sections of the Missouri Disaster Recovery Framework regarding volunteer groups and organizations during long-term disaster recovery support activities.
- III. Develop a local government resource “toolkit” for local governments on how to plan for and conduct effective long-term disaster recovery activities in concert with the Missouri Disaster Recovery Framework. This will be accomplished in consultation with the MACOG Planning Coordinator and the Missouri Disaster Recovery Coordinator and/or Recovery Support Functions (RSF) Leads.

#### Contractual Terms and Conditions

Contract will be between the Missouri Association of Councils of Government (MACOG), a Missouri 501(c)6 Corporation, and the preferred party. Contract will be for a one-year period.

#### Requirements for Proposal Preparation

All responses to this RFP must contain:

- Name of firm or individual, address, telephone, website and email addresses and contact person(s).
- Background on the contractor, description of general services, and relevant experience.
- A description of how the contractor will complete the Scope of Work, as described above, within the contract period.
- List of three (3) references with addresses, phone numbers and email addresses.
- Lump sum cost inclusive of all travel, supplies, phone, fax and other expenses.
- E-Verify compliance status: Contractor must be in compliance with E-Verify law. This is the law that requires employers to verify that their employees are eligible for employment.

Interested parties should submit their proposal on or prior to close of business on March 28, 2018. Proposals will be accepted by mail or email.

Proposals shall be delivered to:

Missouri Association of Councils of Government (MACOG)  
Gamble & Schlemeier  
213 East Capitol Avenue  
P.O. Box 1865  
Jefferson City, MO 65101  
DJHermes@kc.rr.com

### Evaluation and Award Process

An evaluation committee comprising four regional planning commission Executive Directors (MACOG Board of Director members) will review all complete proposals received by MACOG prior to the submission deadline. The evaluation committee will identify the top proposals based on responsiveness of proposal, qualifications of firm or organization and key individuals assigned to the project, ability of firm or organization to complete the scope of work within the contract period, and proposed cost to complete the scope of work. The evaluation committee will hold in-person or phone interviews with the contacts for the identified top proposals and will provide a recommendation on project award to the MACOG Board of Directors for consideration.

### Process Schedule

RFP Release Date:	March 14, 2018
Deadline for submissions:	March 28, 2018
Evaluation of submissions:	March 29 – April 9, 2018
Award date:	April 11, 2018

### Point of Contact

Questions regarding this Request for Proposals may be directed to:

Doug Hermes  
Statewide Planning Coordinator  
Missouri Association of Councils of Government  
Telephone: (816) 781-8631  
Email: DJHermes@kc.rr.com

MACOG reserves the right to reject any or all proposals.

o O o