



valley vision

Community Inspired Solutions

Request For Proposal

Capital Region Community Economic Resilience Fund
Subregional Hub Partner
Valley Vision

PROPOSALS DUE BY: June 30, 2023

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RFP Overview

REQUEST FOR PROPOSAL: Subregional Hub Partner

SUBMISSION DEADLINE: Friday June 30, 2023 at 11:59 p.m.

Questions, notices of intent to apply, and submissions may be submitted via email to:

Contact Name: Valley Vision
Attn: Alana Ramsay
3400 3rd Ave,
Sacramento, CA 95817

Email Address: alana.ramsay@valleyvision.org

Phone: (O): (916) 325-1630
(C): (916) 350-0617

Valley Vision is seeking Subregional Hub Partners to lead subregional planning tables as part of the Community Economic Resilience Fund (CERF) program. The Subregional Hub Partners will be responsible for regularly convening a subregional planning table; drafting and executing a community engagement plan; representing the subregion to the Collaborative and Leadership Committees; and producing a final report on priority and strategy recommendations for their subregion.

Company Background

[Valley Vision](#) is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. Our work is guided by a triple-bottom line approach of equity, sustainability, and economic prosperity. Valley Vision is known for driving actionable research, building and managing diverse coalitions, advancing policy and education that supports triple bottom line values, and leading projects responsive to critical issues in the region, such as economic and workforce development, broadband access, food security/ food system resiliency, clean air and climate adaptation, land use planning, and more.

Project Background

COMMUNITY ECONOMIC RESILIENCE FUND (“CERF”)

The [Community Economic Resilience Fund \(CERF\)](#) is a grant program administered by the State of California, dispersing \$600M in general funds to 13 regions across California for inclusive and regional economic development. The program seeks to build an equitable and sustainable economy as well as foster long-term economic resilience as the state transitions to a carbon-neutral economy.

Program Core Values and Goals

Equity - including those most in need in the decision-making and making sure outcomes are to their benefit

Job Quality & Access - creating high quality jobs and ensuring people have the skills and resources necessary to obtain them

Sustainability - preventing and mitigating increasing climate impacts

Economic Competitiveness & Diversification - making sure California continues to be a strong economic force both nationally and globally and thinking innovatively in order to do so

Economic Resilience & Recovery - continuing recovery efforts from recent economic shocks (i.e. recession, pandemic) while also planning for the future

CERF will be executed in two phases. The first phase is an eighteen month Planning Phase. Each of the 13 regions has received \$5 million in planning funds to establish a "High Road Transition Collaborative" (hereinafter referred to as the "Collaborative"). These collaboratives need to include a diverse group of stakeholders who will develop a regional economic plan and identify projects to support in the Implementation Phase. The creation and activity of these collaboratives are guided by a Regional Convenor and the \$5m fund is managed by the Fiscal Agent.

Valley Vision is the Regional Convenor and the Fiscal Agent for the [Capital region](#) which consists of the eight counties of Colusa, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, and Yuba. This RFP is specific to the Capital region. This CERF region features diverse physical, geographic, cultural, and economic attributes. Landscapes range from the mountains of the Sierra Nevada to productive agricultural lands. Communities include small towns, suburbs, and an urban core that is home to the state Capital of California. The region is also a place of great cultural and racial diversity.

Project Information

SUBREGIONAL APPROACH

In order to take into account each of the distinct needs and economies, we will begin with subregional planning tables that will allow us to identify priorities, as well as effectively engage the many communities within our region. The following subregions have been identified through feedback collected during the application and RFP development processes:

1. Colusa
2. El Dorado & Placer
3. Sacramento & Yolo
4. Tahoe & Nevada
5. Yuba & Sutter

We acknowledge that subregional boundaries are porous and that human-made boundaries have limitations that don't always reflect the dynamics and characteristics of communities for several reasons, including social and cultural diversity, economic diversity, geographical factors

like the urban-rural divide, etc. However, we believe that the grouping of these geographies acknowledges these differences while also still promoting intra-regional collaboration. Once priorities have been identified for each subregion, we will be able to transition to strategy or sector-based planning tables that allow for full regional collaboration.

To carry out these efforts, 1-2 Subregional Hub Partners will be contracted per subregion. As further detailed throughout the rest of this document, Subregional Hub Partners will be trusted local entities that have expertise on their subregion's characteristics and networks.

No subregion shall operate in complete isolation. Subregional Hub Partners will encourage their planning tables to engage in cross-subregional collaboration and model this through their willingness to work with other partners in the CERF region, including the Regional Convener and Fiscal Agent as well as other subcontracted and project partners.

ROLE WITHIN GOVERNANCE STRUCTURE

Subregional Hub Partners will be responsible for convening and facilitating their respective subregional planning table and act as ambassadors and advisors to the Collaborative and Leadership Committees. To avoid conflicts of interest, Subregional Hub Partners will not be eligible to be voting members of the Leadership Committee; however, they will provide recommendations and reports to the Leadership Committee as necessary.

ELIGIBLE APPLICANTS

Applicants should represent at least one of the counties or areas within the subregion, as well as at least one of the following stakeholder groups:

- California Native American Tribes.
- Disinvested communities.
- Economic development agencies.
- Education and training providers.
- Employers, businesses, and business associations.
- Environmental justice organizations.
- Government agencies.
- Grassroots and community-based organizations, community organizers, and community members.
- Labor organizations.
- Philanthropic organizations.
- Worker centers.
- Workforce entities
- Other subregional stakeholders capable of contributing to the success of the project, such as local consultants or activists

Joint applications/partnerships are encouraged as long as the primary partners meet the above criteria.

SCOPE OF SERVICES

Each Subregional Hub Partner, in partnership with the other Hub Partner in the subregion (if applicable), will be responsible for the following services:

1. Conducting outreach to ensure necessary stakeholders are represented in the subregional table and overall Collaborative.
2. Leading monthly meetings of the subregion to identify priorities and opportunities that can be furthered through the CERF program. Staffing and agenda shaping of the meetings will also be supported by the Regional Convener.
3. Developing and executing a community engagement plan that centers disinvested communities through working with the Regional Convener, appropriate community based organizations, and the larger Collaborative.
4. Representing the subregion at Collaborative and Leadership Council meetings and communicating ongoing work, findings, challenges, etc.
5. Guiding research as needed on the subregion’s economic, climate, and public health in collaboration with the Lead Research Partner by offering expertise as requested.
6. Working with other Subregional Hub Partners to align priorities and efforts by attending monthly coordination meetings facilitated by the Regional Convener
7. Submitting monthly written reports to the Regional Convener

SUBREGIONAL HUB DELIVERABLES

If there are multiple Subregional Hub Partners within a subregion, all deliverables will be submitted jointly except for monthly reports.

Deliverable	Date	Description
Convene Subregional Committee Meetings	At least once per month beginning August 2023	The Subregional Hub Partner will be responsible for convening monthly meetings dedicated to advancing the other deliverables listed in this section. Staffing and agenda shaping of the meetings will also be supported by the Regional Convener. The first meeting on August 24th will be a “meet and greet” breakout session as part of the larger Collaborative meeting.
Subregional Profile	August 15, 2023	Basic information about the subregion to share with the other subregional tables. A 2-3 page template will be provided, including the following: <ul style="list-style-type: none"> - Basic geographic and demographics information - Key Industries - Simple SWOT Analysis
Community Engagement Plan	September 15, 2023	Draft a plan for community engagement in the subregion in collaboration with the Collaborative

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		<p>and Leadership Council. Some topics and questions will be standardized across the region. The subregional plan will need to identify:</p> <ul style="list-style-type: none"> - Which community groups will be engaged within the subregion - The methods of engagement (i.e. events, surveys, focus groups, etc.) - Dates of engagement
Execution of Community Engagement Plan	September 2023 through January 2023	Executing the aforementioned Community Engagement Plan and collecting qualitative data.
Final Report	January 15, 2024	<p>Final report that includes:</p> <ul style="list-style-type: none"> - A summary of the community engagement - Compiled raw data - Industry or sector priority recommendations - Strategy recommendations on workforce development, economic diversification, responding to economic shocks, increasing economic equity, and increasing health and environmental equity
Monthly Reports (Individually)	On the 10th of each month	<p>1-2 page report for each month. A template will be provided including:</p> <ul style="list-style-type: none"> - Budget Updates - General Progress Updates - Lessons Learned - Challenges

ESTIMATED TIMELINE

Notification of Intent	June 19, 2023
Proposals Due	June 30, 2023
Contract Award	No later than July 31, 2023
Launch Meeting	August 10, 2023; 2pm - 5pm (in-person)
Subregional Profile	August 15, 2023
Introduction to Collaborative Meeting	August 24, 2023; 3pm - 5pm (virtual)
Community Engagement Plan	September 15, 2023
Community Engagement Activities	September - February 2023

Final Priority Recommendations	March 15, 2023
Contract Ends	June 31, 2024

SUPPORT & RESOURCES

The Subregional Hub Partners will attend a Launch Meeting on August 10th from 2pm - 5pm to learn more about the project and expectations. Other coordination and development meetings will be scheduled as necessary. Throughout the project, support and resources may be provided in the form of staffing, information, document creation or provision, equipment, etc. as determined to be necessary. The Subregional Hub Partner will also be expected to use branding and messaging created by the Lead Communications Partner. The Subregional Partner may request to use tailored content and messaging at the approval of the Regional Convener.

PROPOSED BUDGET

Each dual county subregion (El Dorado & Placer; Sacramento & Yolo; Tahoe & Nevada; and Yuba & Sutter) is eligible for up to 212,500 total for all grantee partners. All aspects of the subregion should be represented and we encourage collaborative applications. Colusa, as single county subregion, is eligible for up to \$150k.

SUBCONTRACTING

The Subregional Hub Partner may subcontract with other entities as necessary to fulfill the scope of services. However, the Subregional Hub Partner will be responsible for ensuring that the subcontractors meet the requirements outlined in this RFP.

CHANGE CONTROL PROCEDURE

Once under contract, changes to the Scope of Work may only be made with written approval from both the client (Valley Vision) and the service provider. Any changes that would increase the budget should also include a discussion with Valley Vision’s CFO, Creating Answers and Valley Vision’s COO, Alan Lange. The following representatives from each organization have power to approve SOW changes:

Valley Vision

- Evan Schmidt, CEO
- TBD, Project Leader

Subregional Hub Partner

- TBD

Submission

NOTICE OF INTENT

If planning to submit a proposal, we request that the bidder submit a notice of intent to Alana Ramsay (alana.ramsay@valleyvision.org) by June 19, 2023 at 11:59 pm. Failure to submit a

notice of intent will not be grounds for disqualification. However, Valley Vision reserves the right to provide flexibility on the submission deadline to bidders who do submit the notice.

PROPOSAL REQUIREMENTS

Proposals must include the following:

1. **Title Page** – Include the applicant’s name, primary contact name and email, and the subregion and area (if applicable) you are applying for (ex. El Dorado & Placer: El Dorado)
2. **Applicant Overview** – Please provide a brief description of the applicant(s), which stakeholder group(s) you belong to (refer to the Eligible Applicants section of this RFP), and links to the website and social media.
3. **Evaluation Questions** – Please answer the following questions. Answers should be between 3-5 paragraphs.
 - a. **Subregional Position:** Explain the applicant’s role(s) in the subregion and how your knowledge and position will allow you to effectively convene a planning table for the purpose of inclusive economic development. Please include a description of the applicant’s network and reach within the subregion.
 - b. **Equity and Inclusion:** Explain the applicant’s philosophies on equity and inclusion and give examples of how these values have been practiced in the applicant’s work.
 - c. **Regionalism & Collaboration** – Explain the applicant’s philosophies on regionalism and collaboration and give examples of how these values have been practiced in the applicant’s work. Please also share how the applicant will balance the needs of representing their subregion while also fostering the spirit of collaboration needed to effectively create a regional strategy.
 - d. **Community Engagement:** Describe the anticipated target populations and methodologies for community engagement in the area, keeping in mind the CERF program’s goal of creating high quality sustainable jobs and increasing access to these jobs for disinvested communities.
4. **Staffing Plan, Availability, & Resources** - Identify the team who will work on this project. Include name, organization and title, role in the project, and brief background/experience of each. Also discuss the applicant’s capacity for the project, including the anticipated number of hours per month that will be dedicated and any foreseen conflicts or challenges.
5. **Proposed Budget** – Please include a budget of the anticipated costs for conducting this work. Include staffing and all anticipated material costs. Include a brief description and justification for the costs.
6. **Subcontracting (if applicable)** – Provide brief information on any subcontractors the bidder plans to use, including their qualifications and experience.
7. **Quality of Work Samples & References** – Provide examples of similar projects the bidder has completed and the contact information for the client of each sample (if applicable).

PROPOSAL FORMAT

Please use font sizes no smaller than 10 pt. Proposals should be submitted in pdf format as one document and be no longer than 30 pages. If for any reason a proposal needs multiple documents, those documents should be compiled into a zip folder, labeled appropriately (i.e. "Exhibit [#] [Document Title]") and referenced as such in the primary document.

SUBMISSION DATE

Proposals should be submitted to Valley Vision by Friday, June 30, 2023 by 11:59 p.m. and should be addressed to Alana Ramsay, Project Coordinator. Proposals should be submitted via email to alana.ramsay@valleyvision.org and include "Proposal for CERF Subregional Hub - [Subregion]" in the subject line.

Evaluation & Award

QUALIFICATIONS

The Subregional Hub Partner should possess the following qualifications:

1. Experience: Subregional Hub Partner should have a proven track record of effective convening and facilitating for planning or research purposes that aligns with the CERF program's values.
2. Expertise: Subregional Hub Partner should have knowledge of their respective subregion, the communities, and the networks through which they can be reached.
3. Resources: The Lead Communications Partner should have the necessary resources to complete the project on time and within budget.
4. Staff (if applicable): Subregional Hub Partner should have qualified staff with relevant experience in the field.

SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

1. Qualifications and Experience of the Subregional Hub Partner and Subcontractors (if applicable)
2. Responses to the Evaluation Questions
3. Quality of Work Samples & References
4. Availability and Resources
5. Budget and Cost

The internal review committee will review the proposals and select the Subregional Hub Partner based on the evaluation criteria. The Subregional Hub Partner will be notified of the selection within one month of the proposal submission deadline.

PROPOSAL AWARD EXPECTATIONS

Valley Vision shall award the contract to the proposal that best accommodates the various project requirements. Valley Vision reserves the right to award any contract prior to the proposal deadline stated within the "Estimated Timeline" or prior to the receipt of all proposals, award the contract to more than one bidder, and refuse any proposal or contract.

Glossary of Terms

Collaborative Committee – Large, overall group with all stakeholder group and subregional representatives involved in the Planning Phase. Members sit on the Subregional and Ad Hoc committees and make recommendations to the Leadership Council.

Leadership Committee – Decision-making body selected from the Collaborative Committee.

Lead Communications Partner – The group or organization tasked with branding, website, and strategy development, selected through RFP.

Lead Research Partner – The group tasked with the research components of the regional strategy, selected through RFP.

Regional Convener – The lead organization tasked with organizing an inclusive group of regional stakeholders to form the HRTC and implement the planning grant in its region. Valley Vision is the regional convener for the Capital Region.

Subregional Hub Partner(s) – The organization(s) tasked with organizing the subregional committees and executing community engagement in their subregion.