

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR A STAFF PERSON  
FOR INDIANA ASSOCIATION OF REGIONAL COUNCILS**

The Board of Directors for the Indiana Association of Regional Councils is requesting "Statements of Qualifications" for purposes of procuring part-time professional services to serve as the Executive Director and office space for said person of the Indiana Association of Regional Councils (IARC). IARC is a 501(c) (3) statewide association of regional planning organizations that promotes regional strategies and solutions to address local issues.

**Description of Services Needed:**

The ideal Candidate will have been a successful executive or administrator having had previous experience in an organization recognized for excellent customer service and continuous improvement. The successful Candidate shall be a hands-on, self-motivated, working manager who has a proven track record of delivering results. The successful Candidate will be someone who strives for the improvement of regional planning and development in the State of Indiana.

- The Candidate will work with IARC to assist in the planning, development and implementation of comprehensive information and education programs for the organization.
- The Candidate will work with IARC members and IARC's Executive Committee in the programmatic responsibilities of the organization.
- Candidate will assist IARC in developing public policy strategies, staff and board development, and training for IARC and its members.
- The Candidate will also be responsible to work with agencies and organizations on issues that affect and/or benefit the organization.
- The Candidate may be expected to attend various conferences, such as the Indiana Association of Cities and Towns, Association of Indiana Counties, Indiana Association of County Commissioners.
- The Candidate will be expected to commit up to 750 hours per year to the services needed by IARC, there will likely be busier periods, such as when the legislature is in session, as well as slower times.
- The ability to manage time well and be flexible is a must. In particular, the Candidate will be responsible for those tasks as outlined in the Schedule of Services below, as directed by the IARC Executive Committee:

**Organizational Structure**

- Broaden representation at business meetings – actively recruit non-member regional councils and new affiliate members
- Work with the Marketing Committee to produce and distribute an affiliate member application form.
- Increase member participation in all IARC activities/programs

- Continue to make technology a priority in improving communication and dissemination of information
- Work with the Marketing Committee to update and expand resources provided on IARC website.
- Work with the Marketing Committee to update and maintain an annual IARC Directory (digital and print).
- Prepare and publish an annual report as part of the Directory
- Expand the delivery of IARC services and activities through regional initiatives (e.g. training workshops) and member-driven promotion
- Partner with organizations having a similar mission
- Facilitate focused marketing activities which, in turn, provide resources to enhance and promote Association programs and services
- Annually re-examine the mission and operation of the Association

### **Public Relations/State Presence**

- Enhance the Association's credibility and influence as the voice of regional planning agencies in Indiana
- Enhance relationships with members of the Indiana General Assembly
- Strengthen the Association's influence on legislative and public policy issues (e.g., testimony, position papers, legislative reception/breakfast)
- Work with Policy Committee to understand how proposed legislation affects IARC and seek to increase contact with legislators
- Work with Planning Committee to develop a Strategic Plan annually
- Take proactive and reactive steps and positions to promote and protect members' interests
- Provide legislative reports to the membership
- Strengthen the Association's presence and influence at the state level
- Rekindle relations with state departments and other agencies
- Organize meetings with state agency directors
- Expand use of press releases to publicize IARC events/activities
- Work with the Marketing Committee to inventory, produce, and distribute promotional items that highlight services provided by IARC members.
- Update and maintain the mailing list
- Act as the official media representative of IARC

### **Fiscal/Funding**

- Develop a long-term, comprehensive plan regarding the Association's financial security through an annual balanced operating budget and creation of a reserve fund
- Research feasibility of alternate funding sources (grants) for supporting the operational needs of the Association
- Seek sponsors to subsidize costs of activities/programs
- Determine ways to decrease the reliance on dues as a primary financial stream

To complete the tasks outlined in the Schedule of Services the Candidate will need to provide the necessary office space to perform the services at a professional level.

A contract between the Candidate and IARC will outline the needed supplies and/or equipment and/or reimbursement of costs for supplies and equipment necessary to complete the services listed.

**Minimum Technical Requirements:**

- Computer use proficiency in a Microsoft Windows platform, as well as with various Microsoft Office Programs
- Knowledge to maintain and publish IARC website on a regular basis
- Thorough knowledge of grant writing skills, ability to manage, coordinate, and administer state and federal grant programs and follow local government budgeting procedures to the maximum benefit of all members
- Knowledge of general office skills and organizational abilities, set-up of meetings and events that members may attend
- Ability to communicate effectively with elected officials, state and federal representatives, community leaders, and the general public
- Financial planning skills
- Time management skills, must be flexible to the needs of the organization during busier times

**Preferred requirements:**

- Past work with state and/or local governments
- Centrally located within the State

**Type of Contract:**

The Indiana Association of Regional Councils will execute a contract for this project based on services stated on a cost reimbursement basis (hourly rate and maximum hours fixed). The awarded contract will have a "not-to-exceed" clause, which will limit the allowable fees charged in connection with this project through close out. Material developed for the proposed project will be the property of IARC.

**Statement of Qualifications:**

Each prospective organization must submit a Statement of Qualifications, which includes the following:

1. Name, address and brief description of Candidate/organization.
2. Resume of Candidate to be assigned in this project
3. A description of expertise, experience, and resources directly relevant and available for the proposed project.
5. Description of firm's abilities that show knowledge of economic development related issues.
6. A list of references.
7. Description of Candidate's proposed approach to the scope of work and how it intends to provide the full range of services necessary to assure the correct, complete and timely execution of the project to the satisfaction of IARC and in full compliance with federal and state laws, rules and regulations.

The Statement of Qualifications shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the applicant contractually, and who may also be contacted during the period of proposal evaluation.

**Evaluation Criteria:**

Statement of Qualifications evaluation criteria shall include:

1. Specialized experience or technical expertise of the Candidate or Candidate's organization and its personnel in connection with the scope of services to be provided and the complexity of the project.
2. Past record of performance on contracts with the community and other clients, including quality of work, timeliness and cost control.
3. Capacity of the Candidate and/or organization to perform the work within time limitations, taking into consideration the current and planned workload of the Candidate.
4. Familiarity of the Candidate with the project and the type of problems applicable to the project.

Selection of professional consultants by IARC is based on competitive negotiation, with evaluation based on the above criteria. Interviews may be conducted with one or more offerors for the purpose of clarification, assuring complete understanding of and responsiveness to the solicitation requirements. Award will be made by IARC to the offeror whose qualifications will be most advantageous to the program. All firms who submit a Statement of Qualifications will be notified after an award is made.

If you are interested in providing the required services, please note the Statement of Qualifications of each prospective organization must be received by Greg Jones, Southern Indiana Development Commission, in **ELECTRONIC FORMAT ONLY** (preferably in a .pdf format). Please send the Statement of Qualifications to [gejones@sidc.cc](mailto:gejones@sidc.cc) directly by 4:00 p.m. on Friday, February 2, 2018. You will receive a confirmation email once your Statement of Qualifications has been received. Statements of Qualifications received after the deadline will not be reviewed. Each Statement of Qualifications will be reviewed for completeness and clarity according to the criteria listed herein.

The Board of Directors may or may not negotiate the scope of services with one or more offeror(s). IARC reserves the right to reject any or all solicitations. IARC is an Equal Opportunity Employer.

For additional information submit questions to:

Greg Jones  
Southern Indiana Development Commission  
[gejones@sidc.cc](mailto:gejones@sidc.cc)  
812-295-3707