

Request for Qualifications Professional Consulting Services  
Grow Wabash County Small Business E-Commerce  
Program  
Wabash County, Indiana

**Purpose:**

Grow Wabash County (GWC) is seeking a qualified consultant to assist in developing and executing a program that will provide training and support for local small businesses to launch electronic commerce (e-commerce) platforms.

Statement of Qualifications (SOQ) shall be submitted by firms that have a capable and demonstrable background in the type of work described in this RFQ. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, access to relevant specialized software, and financial resources to carry out the work without delay or shortcomings to complete the project by December 31, 2022.

**Location:**

214 South Wabash Street, Wabash, IN 46992

**Scope of Services:**

GWC is seeking a qualified consultant to provide support and training to small business owners in Wabash County for the development and launch of an e-commerce website to boost their sales and business reach. The following services are anticipated but are not meant to be an inclusive list.

- E-Commerce platform development support
  - One-on-One consulting with businesses regarding e-commerce strategies
  - Training/Resources on various topics such as:
    - Introduction to e-commerce
    - E-commerce best practices
    - E-commerce platform maintenance
    - Troubleshooting e-commerce platforms prior to and after launch
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There may be other services requested later. Those include, but are not limited to:

- Follow up with clients to ensure e-commerce site is functioning as expected

### **Intent**

The intent of this RFQ is to provide for the administration of business services related to e-commerce practices to Wabash County small businesses. GWC has been awarded a grant from Region 3-A to cover costs related to the services rendered. The awarded firm's proposal will be used to provide business owners instruction and support related to e-commerce that will be funded by Grow Wabash County and reimbursed through the Region 3-A grant.

### **Timeline:**

- July 23- Aug. 3, 2022 – Legal Ads and RFQ sent out for potential consultants
- September 2, 2022 – Deadline by 4pm to receive SOQ's from consultants
- September 6, 2022 – Select Consultant
- September 12, 2022 – Issue notice to proceed on the agreement
- December 31, 2022 - Deadline for project completion

### **Funding:**

Project not to exceed \$50,000 for consultant fees, training materials, software needs, and marketing, etc. Consultant selected will invoice Grow Wabash County for expenses with documentation then Grow Wabash County will reimburse consultant with funding provided by Region 3-A grant funds.

### **Submittal Information:**

Three (3) hard copies and one (1) electronic copy in PDF format (Flash Drive) of the SOQ shall be submitted via mail or delivery.

The SOQ's shall be received no later than **September 2, 2022 at 4pm.** The SOQ's shall be in a sealed envelope with the title of this Request and the Respondent's name, address and telephone number clearly marked on the outside.

Any SOQ that is delivered after the times stated in this Request shall be deemed ineligible. All questions pertaining to this Request shall be in writing (email or carrier service) to Chelsea Boulrisse, Project Manager, Grow Wabash County at [chelsea@growwabashcounty.com](mailto:chelsea@growwabashcounty.com) or by calling (260) 563-5258.

Mailing Address:  
Grow Wabash County  
214 S. Wabash St.  
Wabash, IN 46992

### **SOQ Minimum Criteria:**

Each firm's SOQ shall be no more than **twenty (20) single-sided pages** (10 pages double-sided) and shall include, at minimum, the following:

- Name, address, and brief description of firm.
- Resumes of key personnel to be assigned to this project
- Narrative as to the firm's interest, particular abilities, and qualifications related to this project
- Description of related projects designed by your firm and key personnel pertinent to that project
- Examples of knowledge, expertise, and/or experience with similar projects
- Sample training program to help small businesses develop e-commerce strategy outlined, estimate number of businesses served, and schedule; project must conclude by Dec 31, 2022.
- Project Budget – project not to exceed \$50,000 for fees, training materials, software needs, and marketing

### **Selection Criteria**

Consultants will be scored on the following criteria:

- Quality of firm's Statement of Qualifications in relationship to information requested
- Apparent knowledge of the project and specific needs
- Capacity of team to do work including Project Manager ability
- Consultants experience in projects similar in size and nature to the ones in this RFQ
- Firm's familiarity with local conditions, requirements, and needs
- Analysis of the firm's overall approach to your project, including the feasibility of the program's completion by Dec. 31, 2022.

**Selection Procedure:**

Consultants shall be selected for work items further described herein, based on the evaluation of the SOQ's and any other required documents. The Statement of Qualifications Evaluation form shall be used to determine a priority ranking list.

The SOQ's shall be scored by a three (3) to five (5) member selection committee that will rank each consultant using the Statement of Qualifications Form as described above. From the score sheets, the scoring committee will determine the top most qualified firm. That firm will then be notified of their selection.

The selection procedure will be used as a guide and the final decision will be at the sole discretion of Grow Wabash County. Grow Wabash County reserves the right to interview consultants before making the final decision.

**Contract Conditions:**

The selection process will provide a ranking for all submissions from most qualified to least qualified. The County will then enter into negotiations with the firm determined to be the most qualified. If successful negotiations cannot be achieved, Grow Wabash County reserves the right to terminate negotiations and initiate negotiations with the next ranked firm until an agreement can be achieved with one of the firms.

The prospective consultant is advised that should this process result in a recommendation for award of an agreement, the agreement will not be in force until it is approved and fully executed Grow Wabash County and Region 3A. All documents and materials related to this process, unless otherwise exempt, will be subject to Indiana's Public Access Law.

Upon successful negotiation of an agreement, the firm selected will be asked to provide, among other things, a Certificate of Insurance in accordance with the requirements which follow along with appropriate documentation evidencing its compliance with the Federal Government's E-Verify Program which also follow.

**Insurance:**

The Consultant shall not commence work until it has obtained all the insurance required as follows and such insurance has been approved by Grow Wabash County.

1) Policies and Coverage.

- i) The Consultant shall obtain and maintain for the term of the Contract the following policies and coverage:
  - (a) Comprehensive or Commercial Form General Liability Insurance, on an occurrence basis, covering work done or to be done by or on behalf of the Consultant and providing insurance for bodily injury, personal injury, property damage, and contractual liability. The aggregate limit shall apply separately to the work. Coverage shall include premises-operation, product completed operations; include coverage for explosion, collapse and underground work.
  - (b) Business Automobile Liability Insurance, on occurrence basis, covering owned, hired, and non-owned automobiles used by or on behalf of the Contractor and providing insurance for bodily injury, property damage, and contractual liability, Such insurances shall include coverage for uninsured and underinsured motorists.
  - (c) Worker’s Compensation including Employers Liability Insurance, as required bylaw.
  - (d) Other Insurance, by agreement between the Grow Wabash County and the Contractor.
- ii) The Consultant’s obligations to obtain and maintain all required insurance are non-delegable duties under this Contract.

**Employment Eligibility Verification (E-Verify):**

The Consultant shall affirm under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien. The Consultant shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Consultant is not required to participate should the E-Verify program cease to exist. Additionally, the Consultant is not required to participate if the Consultant is self-employed and does not employ any employees. The Consultant shall not knowingly employ or contract with an unauthorized alien. The Consultant shall not retain an employee or contract with a person that

the Consultant subsequently learns is an unauthorized alien. The Consultant shall require his/her/its subcontractors, who perform work under this contract, to certify to the Consultant that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Consultant agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor. Termination for default will occur if thirty (30) days after notification the Consultant fails to cure a breach of this provision.