



Request For Proposals

Requested Services or Products:

Financial Consulting Services Provided to the SpringBoard Program to Assist Client Companies with Planning, Operations and Financing

RFP Number: 000101

Issue Date: December 6, 2006

Deadline Date: All proposals must be received in the number of copies and form described in this RFP in the Juneau Economic Development Council Offices by 2PM, January 5, 2006 Alaska Standard Time.

Note: Contractors need to allow sufficient delivery time to ensure timely receipt of their proposals. JEDC requires that an electronic copy must be emailed or delivered prior to the deadline hour in order for the proposal to be eligible for review. JEDC also wants hard copies delivered by that date. In the event that air freight services are disrupted because of inclement weather, JEDC will allow up to 4 additional days (until 2 pm on Jan. 10, 2007) for hard copies of the proposals to arrive at its Juneau office. If hard copies are not received by the latter date, the proposal will not be reviewed.

Submission: All proposals must be submitted to the following address by the due date and time.

Ms. Judy Kennedy
JEDC
612 W. Willoughby Ave., Suite A
Juneau, AK 99801-1732
(907) 463-3662

A. SpringBoard Background

On July 28, 2006 the Juneau Economic Development Council (JEDC) entered into an agreement with the U.S. Department of Defense to become a Partnership Intermediary (PIA). The program, which JEDC has developed and manages under this agreement is called SpringBoard. The initiatives as part of this program include:

- **Helping** existing companies grow through identification and screening of appropriate DoD technologies which can then be licensed and commercialized by Alaskan businesses.
- Identification of **new technologies** in the private sector in Alaska which can be utilized by DoD at the national and international levels, and help to get these into DoD operational use.
- Facilitation of joint R&D projects between **DoD and private companies**, as well as between agencies and academic institutions, to further commercialize DoD technologies.
- Assistance to entrepreneurs with the start-up of new companies around the commercialization of DoD technologies, **providing intensive business assistance** as necessary to help ensure the success of these ventures.
- Focusing business assistance, such as financial consulting services, to companies working to commercialize DoD technologies or products which meet a DoD need or requirement.

With growth and diversification of Alaska's economy, we believe that the potential for Alaska and Alaskan enterprises to develop profitable business relationships with DoD is now significant and largely untapped. Alaskan companies can benefit from access to DoD technology resources, and provide new products and services to meet DoD needs or requirements.

The SpringBoard program intends outsource certain services to be provided to client companies. This RFP seeks proposals from contractors to provide financial consulting services to Springboard clients. These services will primarily focus on assisting with financial planning/forecasting, and developing bank loan packages or prospectuses for investors.

B. Work Scope

Under the contract anticipated by this RFP, JEDC expects that the contractor will work with four to eight companies during the term of the contract (24 months). The contractor will work closely with JEDC to support the best interests of JEDC, the SpringBoard program and client companies.

Services to be provided to client companies may include but not be limited to helping them to understand their financial condition, helping them implement new financial controls, assisting with financial analysis and projections, and providing recommendations and support for obtaining debt financing and private capital.

JEDC expects that workflow under this contract will generally flow according to the following process:

Step 1: The contractor will receive requests from JEDC to hold an initial consultation with each client to define a company's objectives and needs with respect to finance strategy and packaging. JEDC will provide background information, if available, to help the contractor define the objectives and desired outcomes of initial consultation meetings.

Step 2: The contractor will consult with Springboard staff to discuss the client's objectives and needs, and define a work plan and budget for the contractor to continue working with the client company, if appropriate. Deliverables, milestones, and timelines for each client work plan will also be defined at that time.

Step 3. The contractor will provide weekly reports to SpringBoard staff regarding progress, issues, opportunities, and suggested changes in work plans for each client the contractor is working with.

C. Required Proposal Components

To be considered under this RFP, proposals must adhere to the format, including heading descriptions, provided below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Description of Detailed Work Scope and Tasks

- Describe in narrative form the technical plan for accomplishing the work. Include a Program Evaluation and Review Technique (PERT) or similar evaluation tool
- Contractor's understanding of SpringBoard's needs
- Contractor's understanding of client company needs
- Contractor's recommended work scope including creative use of business processes or tools to optimally meet SpringBoard and client company needs

Cost Proposal/Budget

The Contractor's budget maximum is \$150,000 over a two year period from the contract signing date. The contracted services will not be needed on a consistent basis, so SpringBoard will provide a monthly retainer of \$1,000 during the term of this agreement. In exchange, contractor agrees to meet with client companies for initial consultations when services are needed. Contractor must further indicate in its proposal the additional costs to SpringBoard it anticipates in exchange for providing the types of services described in the work scope (section B). Such costs should include hourly rates of all contractor staff working under the contract, anticipated travel costs, and other anticipated direct and indirect costs if any.

The contractor will provide all labor and staff needed to develop reports and other deliverables. Contractor will provide its office equipment, phone service, and internet / email service.

D. Contractor Qualifications

Contractors must provide detailed information regarding the history of their firm, qualifications and relevant experience of all contractor staff that will be working under this contract, and their capability of performing at a high level.

For example:

- Educational backgrounds/resumes
- Examples of similar work performed
- References of clients for whom similar work was performed

Number of Copies: Proposers must submit six (6) paper copies of their proposal, along with an electronic copy (emailed to jkennedy@jedc.org) by the RFP due date and time.

E. Proposal Evaluation Criteria

Submitted proposals will be evaluated on the basis of:

- Timely submission
- Meeting proposal format requirements and completeness
- Understanding of the work scope and tasks to be accomplished
- Understanding of the client company issues, problems and opportunities
- Uniqueness and effectiveness of tools, methods, processes and techniques employed
- Cost Proposal
- Qualifications
- References

F. Contract Negotiations

Upon completion of the evaluation process, the selected contractor will undertake negotiations with JEDC to execute a consulting contract.

G. Other information

Contractor Proposal Costs

Costs incurred by the contractor in association with developing and submitting its proposal in response to this RFP and for conducting contract negotiations will be borne



solely by the contractor. JEDC is also not responsible for any contractor costs associated with the creation of this RFP, or for creation of any contract resulting from this RFP.

Right of Waiver or Rejection

JEDC reserves the right to waive minor informalities in proposals, to reject any and all proposals, to evaluate alternative methods, and to award a contract to the contractor whose proposal is most advantageous to JEDC, SpringBoard and client companies.

Use of Proposal Information

JEDC reserves the right to use any ideas presented in any response to the RFP. Selection or rejection of proposals shall not affect that right.

Oral Presentation

JEDC reserves the right to require selected Contractors to make an oral presentation. Such presentations provide the contractor an opportunity to clarify the proposal and to ensure mutual understanding of its content. Costs associated with this presentation will be borne by the potential contractor.

Failure to Negotiate

If the selected contractor fails to provide the necessary information for negotiations in a timely manner, fails to negotiate in good faith or cannot perform the contract within the costs submitted in the proposal, JEDC may terminate negotiations. JEDC will then negotiate with the next highest ranked contractor, or terminate award of the contract.

Proposal as Part of the Contract

The successful proposal will become an integral part of the contract awarded. It will not, however, be considered the total binding obligation for the contract. Any and all proposal conditions may be included, at the discretion of JEDC, as a part of the final negotiated and approved contract.

Additional Information Requests

JEDC reserves the right to request additional information which, in JEDC's opinion, is necessary to assure that the contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.