



Portage Regional Economic Development Inc Request for Proposals

Economic Baseline Statistics for the Region of Portage la Prairie

Concerning the gathering and reporting in developing an Economic Baseline for the Region of Portage la Prairie.

Deadline for Receipt of Proposals

Time: 4:00 pm local time

Date: Tuesday, September 21st, 2021

Location: PRED Office
800 Saskatchewan Ave W
Portage la Prairie, MB R1N 0L8

Proposals received later than the time stated above will not be accepted and will be returned unopened. Proposals sent by facsimile will not be accepted.

Preferably, proposals shall be submitted electronically to eoleary@investinportage.ca with the subject labeled "Response to RFP for Economic Baseline for the Region of Portage la Prairie, alternatively they may be sent by courier or mail to:

Ms. Eve O' Leary, Executive Director
Portage Regional Economic Development Inc.
800 Saskatchewan Ave W
Portage la Prairie, MB R1N 0L8

Please contact: 204-856-5000 for general inquiries.

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1. Background

Representing an agri-food manufacturing hub of 20,000 people, Portage Regional Economic Development (PRED) helps inspire new investment and re-investment across the region.

Portage Regional Economic Development (PRED) was formed in 2013, following the dissolution of a larger regional partnership under the banner of Central Plains Inc. with a mission to foster an environment which is attractive to investment, encouraging growth for both the City and Rural Municipality of Portage la Prairie, respectively.

The scope of the department's work includes liaison with investment interest from concept through to approval by the applicable Council, as well as ongoing support and liaison throughout the life of the investment within the jurisdiction. PRED is also responsible for the marketing of the region's tourism portfolio.

The mandate of Portage Regional Economic Development is to create an environment that successfully attracts new investment, retains, and expands current business for the entire community, including the City of Portage la Prairie and the RM of Portage la Prairie whilst leveraging the strong regional approach of the two municipalities working together in collaboration.

2. Scope of Services:

Portage Regional Economic Development is requesting qualified consultants to provide economic statistic and data services in gathering and reporting on the Economic Base for the Region of Portage la Prairie.

An Economic Baseline of a Region is a fixed point of reference that is used for comparison purposes, provides strong, up-to-date data for Business Development and Investment Attraction. This baseline will also be critical when completing an Investment Readiness Assessment, developing the Community Profile, and benchmarking critical economic factors for areas pertaining to population, demographics, industry, business, labour, real estate, as well as identifying gaps in the economy.

This will allow the Economic Development department to use the baseline assumptions consistently for all types of analyses, the development of the Economic Community Profile and

as a benchmark to identify changes in the local economy. This baseline data will provide an important understanding of our region's economic drivers and industry mix, based on the latest data.

The baseline serves as a primary point of comparison and benchmarking.

Benchmarking allows our community to identify the roles and functions in the Region of Portage la Prairie and where possible, allows us to undertake comparisons to other regions.

We are seeking a consultant to gather quantitative and qualitative statistics and compile data in useable forms for the use for future Economic Development projects with a detailed analysis of the following:

Economic Indicators & Profile specifically for the Portage la Prairie Region

Demography & Population

- Historical Population Data
- Current Population
- Population projections
- Population growth comparisons

Education & Training

- Types of schools, programs, and training
- Number of students

Real Estate

- Vacancy Rates
- Housing Starts
- Housing Prices
- Rental Market
- Home ownership vs renting

Health

- Medical centers & Services

Industry & Business

- Business count in the Region
- Major Industries
- Major businesses

- Focused lens on the following industries:
 - Agriculture
 - Tourism
 - Service Industry

Transport

- Public transport
- Infrastructure

Public Sector & Taxation

- Local Municipal Tax Rates (City & RM)
 - Residential
 - Commercial
 - Industrial
- Provincial
 - Provincial Personal Income Tax
 - Provincial Corporate Income Tax
 - Provincial Assets & Services
- Federal
 - Federal Personal Income Tax
 - Federal Corporate Income Tax
 - Federal Assets & Services

Utility Rates

- Hydro rates
- Water rates
- Gas rates

Employment

- Number of jobs in the Region
- Employment Rates
- Unemployment Rates
- Labour Force by Occupation
- Labour Force by Industry

Building Permits Statistics

- Historical Data
- Current Data
- Projections

3. Company Qualifications & Experience:

- a) Please describe the company’s qualifications, expertise, and experience for delivering Economic Statistic and data Consultant Services as described in the sections “Scope of services”
- b) Please list relevant municipal clients (and other public agencies) where similar work has been performed.
- c) Please provide at least two references along with examples of work from current or previous clients.

4. Preliminary Schedule

Note that this schedule is preliminary. The schedule may be adjusted, as needed, by the organization. The deadline for submitting proposals may be extended by 30 days if the PRED does not receive adequate responses from qualified firms. Accordingly, the date for awarding the contract will change.

September 7th, 2021	Issue RFP
September 14 th , 2021	Deadline for Questions
September 21 st , 2021	Deadline for receipt of proposals
September 22 nd , 2021	RFP proponent review
September 24 th , 2021	RFP proponent award
November 30 th , 2021	Project to be completed and report submitted

5. Project Budget

All tasks within the enclosed Scope of Services shall be included within the proposal's fee schedule and itemized according to required and optional tasks.

6. Proposal Content

- Cover Letter
- Project Team
- Workplan and approach to project
- Organizational chart of the project team.
- Names, qualifications and resumes of all project team members who will directly participate in the project.
- Sub consultants. Identify any sub consultants that would be used and their specific role. (All sub consultant costs shall be included in the project budget)

7. Work Plan and Approach:

- a) Discuss your company's understanding of the Scope of Services to be performed.
- b) Describe the method for management of overall project costs, schedule, quality assurance/quality control, responsiveness to PRED's requests and inquiries, and other issues critical to this project.
- c) Include up to date, credible, accurate and cited references for all data included in the final report.
- d) Specifically address your company's approach to resolving unanticipated issues efficiently and effectively while maintaining project budget and schedule. In addition, explain your team's ability to adapt to changes in environment and/or existing conditions throughout the process that may affect the program outcome and schedule.
- e) Describe what will be needed from Economic Development staff. For example, what Economic Development staff expertise is needed and how much time do you anticipate needing?
- f) Identify any "value-added" services that your company may provide to this project.
- g) Discuss your company's understanding of the schedule and outline a proposed project schedule (if any) starting with a kickoff meeting, development of

draft documents, final report, etc. Include any significant milestone and resource needs such as staff, meeting space, reports, etc., from Portage Regional Economic Development Inc.

- h) Please clearly identify all proposed costs and fees associated with the Scope of Services and any additional identified work you believe is necessary to complete the Scope of Work. It is up to the Consultant to provide a cost proposal that makes sense for the services listed in the Scope of Services.

8. Consultant Selection and Criteria Process

All proposals will be evaluated using the following criteria:

- Quality and completeness of proposal.
- Quality of the proposed services to be provided.
- Ability and experience of team members assigned to work on the project.
- Technical experience in performing work of a closely similar nature.
- Methodology and work program, including knowledge of local needs and the ability to work closely with PRED staff and other Economic Development stakeholders in the Region.
- Creativity and insight of proposal.
- Timing of work program and ability to perform the work within the time specified.
- Project cost.
- Ability to produce high-quality and easy-to-read graphic information.

9. Terms and Conditions

Issuance of this RFP does not commit Portage Regional Economic Development Inc to award a contract for services or to pay any costs incurred in the preparation of a response to this request.

Portage Regional Economic Development Inc retains the right to accept or reject any or all submittals, to negotiate with any qualified Consultant, or to adjust, cancel or modify in part or in its entirety the RFP if it is in the best interests of PRED to do so. Once submitted, the proposals become the property of Portage Regional Economic Development Inc.