



**Superior Trade Zone  
c/o County of Marquette  
234 W. Baraga Ave.  
Marquette, MI 49855  
[www.superiortradezone.org](http://www.superiortradezone.org)**

The Superior Trade Zone (STZ or Authority) requests proposals for Administrative Support Services for a one (1) year agreement, with the option to extend one (1) additional year, based on mutually agreed upon terms.

The person, firm, or organization must designate an individual who will be the primary point of contact through the duration of the contract for administrative services and substantiate his/her experience and ability to perform the work.

The person, firm, or organization who fills this position will work as a contractor to the Authority. In that role he/she will:

- Provide own workspace
- Provide all equipment and supplies necessary for conducting STZ business (see list of Duties and Responsibilities)
- Plan work so that it is completed within the prescribed time frame
- Provide all of the services outlined in the list of Duties and Responsibilities
- Submit to the Authority monthly invoices for services provided
- Accept responsibility for paying an applicable local, state, and federal income taxes, invoices, etc.
- Register and maintain any applicable local, state, or federal business licenses

The bid package includes a list of Duties and Responsibilities which outlines the Authorities basic requirements. If an individual or organization would like to offer additional services, those may be included in the proposal and may be considered in the selection process.

Proposals must address the Selection Criteria included in the bid package and show evidence of capacity and experience that will meet the needs of the Authority as outlined in the Duties and Responsibilities.

Proposals are due by 12:00 p.m. Eastern Time on Thursday, August 15, 2019.

An important consideration for selecting a proposal is costs.

Final selection of an individual or organization to provide administrative services will be reviewed by the Superior Trade Zone Board of Directors at its September 17, 2019 meeting.

This position must operate with significant autonomy subject to the Board and Executive Board oversight, and thus must have an impeccable record of meeting stringent fiduciary and ethical standards. For this reason, the Authority may conduct reference, criminal records, and credit history checks prior to entering into a contract for services.

## **REQUIREMENTS**

Proposals must be submitted in electronic form to Scott Erbisich at [serbisich@mqtco.org](mailto:serbisich@mqtco.org). Proposals must be submitted in English and in Word or pdf format by the following date and time:

Date: Thursday, August 15, 2019

Time: 12:00 p.m. EST

Superior Trade Zone

Attn: Scott Erbisich

[serbisich@mqtco.org](mailto:serbisich@mqtco.org)

Subject: Response to RFP for STZ Administrative Services

## **INQUIRIES**

All questions regarding this RFP and the process must be sent in writing via email only to Scott Erbisich at [serbisich@mqtco.org](mailto:serbisich@mqtco.org).

STZ does not sanction as accurate information, instruction, or advice provided by any source other than the Chair regarding the Request for Proposal.

## **RFP COSTS**

Any and all costs associated with the development and submissions of proposals are the sole responsibility of the proponent.

## **CONFLICT OF INTEREST**

In relation to the performance of its contractual obligations in an STZ Administrative Services Agreement, the contractors other commitments, relationships or financial interests includes, but is not limited to, any situation or circumstance where there might be a conflict of interest:

- i. Having or having access to information in the preparation of its proposal that is confidential to STZ and not available to other proponents.
- ii. Communicating with any person with a view of influencing preferred treatment in the RFP process; or

- iii. Engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive RFP process and render that process non-competitive and unfair.
- iv. Could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or
- v. Could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

**TERMS AND CONDITIONS**

STZ has the right to:

- A. Reject any or all proposals;
- B. Accept any proposal in whole;
- C. Accept any part of a proposal or parts of multiple proposals;
- D. Elect not to proceed with the services at its absolute discretion;
- E. Alter the schedule, proposal call or procedures or objective of the services or any other aspect of the RFP, as it may determine in its sole and absolute digression; or,
- F. Cancel, then advertise or call for new proposals for the services.

**SCOPE OF WORK – Duties and Responsibilities**

<b>Category</b>	<b>Task</b>
Governance Support	Overall support of the STZ, set up meetings upon request, attend Board and Committee meetings and provide secretarial back-up for STZ Board and/or committees, provide monthly management reports in support of decision-making, provide administrative support for STZ Board as required, provide advice and recommendations to STZ Board in order to improve operation and retain and increase membership. Distribute annual dues invoice.
Head Office Services	Monitor and respond to inquiries from members and public at large, provide physical mailbox location and manage all incoming and outgoing mail, provide and administer a phone number and physical address for STZ, recommend changes to reduce costs, provide monthly invoices to STZ Board, act as Administrator for STZ social media platforms; monitor posts for appropriateness, approve member requests,

	under the guidance of the STZ Board. Prepare and distribute meeting agendas and back-up materials to all members and to the public.
Professional Development and Certification Administration	Work with the STZ Board and member units of government to find administrative efficiencies in program delivery, incentives that may be proposed and to successfully enhance and expand professional development programs and activities that promote economic development within the STZ region; communicate with applicants, local units of government and assessors pre and post events, book venues for events and manage event costs and revenues, send required materials to applicant, local units of government, assessors. Maintain appropriate knowledge of program available.
Website Support	Liaison to Chairperson of STZ Board, website hosting firm and other contractor(s) to ensure the STZ website is current, being utilized to the best advantage of the STZ and to ensure efficient and effective administration of the STZ and its membership.
Database Support	Collaborate with the STZ Board to maintain the integrity of membership data, participate in ongoing review and improvement in the use time and incentives that could create economic development.
File, Record and Data Management	Ensure effective, efficient, and accessible virtual and all STZ documentation, take meeting minutes and distribute and post. Create purchasing policies and other policies, as may be deemed necessary by the STZ Board, ensure appropriate and effective confidentiality and privacy policies and processes are followed at all times, ensure business continuity and confidentiality and ensure risk management processes are in place.
Monitoring and Implementation of Partnership Agreements	Assist STZ Board in establishing, implementing and monitoring appropriate partnerships and collaborations as needed.

## **SUBMISSION REQUIREMENTS**

Minimally, submissions must provide the following:

- Description of services/tasks being proposed/offered
- A firm and detailed breakdown of proposed costs
- A proposed plan and description of how services will be smoothly transferred from existing STZ Board
- Details about proponent firm, including but not limited to: location of office(s); background and experience; years in business; where the business is registered; past and current client list; legal structure of business; where the business is registered; past and current client list; legal structure of business (i.e. partnership, corporation, etc.); list of countries in which form regulatory conducts business.
- Names and contact information of three (3) references;
- Names and resumes of key personnel who will provide services to STZ.