



Mid Iowa Planning Alliance for Community Development (MIPA) Request for Information (RFI)

An RFI is a formal document for requesting information needed to perform (1) an assessment and understanding of services needed and (2) an equitable and simultaneous comparison of potential providers/sources.

Statement of Need:

MIPA is seeking information from interested communities, organizations, entities, or firms who would be willing to provide support services to MIPA.

Background:

MIPA is currently located within the Des Moines Area MPO (MPO) offices with the MPO providing a variety of services and resources to MIPA staff for a fee. In the near future, this contractual relationship will end. Therefore, MIPA is seeking information from interested parties that will guide the Board in deciding the future location and services needed for MIPA.

Qualifications:

Currently, the MPO provides two (2) main types of activities as identified below:

- General Office Support
 - Office space
 - Accounting, budgeting, and reporting
 - Payroll and benefits administration – Deferred comp, health, vision, and dental insurance, group life insurance, etc.
 - Communications/public relations
 - Other general administrative support – Telecommunications, file storage, IT (including computers and general office software), office insurance, legal services, audit services, printing and postage, and equipment and supplies
- Planning support from MPO planners
 - GIS/data analysis – Access to ESRI software, map making, etc. including plotter printing services
 - Assist with drafting studies/reports
 - Public involvement
 - Advice and collaboration with MIPA staff



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Information Requested:

MIPA is seeking submittals from interested parties that describe the types of services that would be available to MIPA and the fees associated with each service. For continuity, MIPA is looking for submittals that include as many of the services listed in the **Qualifications** section as possible. MIPA will consider all submittals, however MIPA reserves the right to negotiate for services that best fits the organization.

Currently some services are contractual in nature, such as office space, accounting, and payroll services. Others require additional consideration. MIPA employees are currently on MPO staffing benefits plans. This includes health, vision, and dental insurance, life insurance, disability insurance, and deferred comp. If providing these or similar benefits are included in a submittal indicate whether benefits will be offered through the submitting entity or if the entity is only providing administration of those benefits (e.g. MIPA is on the submitting agency's plans vs MIPA has its own plan benefits that is administered by an agency)

When crafting a submittal, please include the following:

- Identify what services will be made available for MIPA employees
- A description of each service and what can be provided
- An estimated cost for each service. This can be a dollar amount, percentage of cost, or any other format as desired

Selection of Services:

MIPA will review all submittals for accuracy and completeness. The MIPA Board will evaluate each submittal and decide on what, if any, services MIPA will require. The MIPA Board reserves the right to choose which services to utilize and may select any part of a submittal to negotiate.

Time for Response:

Submittals to MIPA are due **July 7, 2023 at 4:30 PM**. Submittals can be emailed to Andrew Collings at acollings@mid-iowaplanning.org or delivered to the MIPA office at 420 Watson Powell Jr Way, Suite 200, Des Moines, Iowa. Submittals may be in paper or electronic formats. MIPA will review responses and may ask for clarifications if there are any questions regarding submittals. The MIPA Board will review completed submittals and enter negotiations for identified services in or around August. The entire process is expected to be completed by **October** of CY 2023.



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Mid-Iowa Planning Alliance for Community Development

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Any community, organization, entity, or firm may submit information to the MIPA Board for consideration. Submittal of information from a community, organization, entity, or firm does not constitute a contract nor does it guarantee that the submittal will be selected. Should the MIPA Board decide to move forward with the information included in a submittal, MIPA will begin negotiations with that community, organization, entity, or firm whereby any terms or agreements will be mutually agreed upon.

Questions regarding this RFI may be send to Andrew Collings at acollings@midiowaplanning.org. Questions are due by **June 23**. Responses to received questions will be posted to the MIPA website at <https://midiowaplanningalliance.com/> no later than **June 27**.

Example Submittal:

On the next page is an example submittal that may be utilized for a response. However, each submittal should be unique to each community, organization, entity, or firm.



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Example Submittal of Information from XYZ Community

XYZ Community is providing the following information for the Mid Iowa Planning Alliance for Community Development (MIPA) on what services XYZ Community can provide. XYZ Community understands that MIPA may choose to contact XYZ Community regarding any or all of the identified services below.

Available Services from XYZ Community to MIPA

- **Office Space**
 - XYZ Community can make up to five (5) offices available to MIPA located at 123 Main Street. Each office shall cost \$3,000 per year in rent and will include typical office features such as broadband internet, phone services, bathroom facilities, access to a small conference room (30' x 30'), a small kitchen, and other related items.
- **Accounting and Budgeting Support**
 - XYZ Community has sufficient expertise and time available to provide bookkeeping and invoicing services for up to 40 hours each month at \$50 per hour. XYZ Community can accommodate QuickBooks and other similar accounting software.
 - XYZ Community can either support the creation of or create a budget for MIPA and provide budget tracking and update services at \$50 per hour.
- **Payroll and Benefits Administration**
 - XYZ Community can provide payroll services for a cost of \$20 per person per payroll.
 - XYZ Community can administer benefits for a cost of \$50 per hour up to 80 hours per year. XYZ cannot provide the actual benefits. It will be incumbent upon MIPA to secure their own benefit packages.
- **General Administrative Support**
 - XYZ Community can provide typical IT and computer support, including personal computing equipment estimated at \$1,500 initially per person and an additional \$500 per year per person.
 - XYZ Community can provide office insurance for \$200 per year per office, legal services at \$200 per hour, and other printing and postage services at cost.



- **Planning Support**

- XYZ Community can provide access to a plotter for \$200 per year as well as access to ESRI ArcGIS software at cost.
- XYZ Community can provide general advice, assistance, and coordination with staff for a flat fee of \$5,000 per year.
- XYZ Community **cannot** provide any additional or other staff support or other services unless otherwise discussed above.



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