



Regional Industrial Development Authority Training

Request for Qualifications

Overview

The Georgia Department of Community Affairs (DCA) was charged with identifying and designating providers to deliver training to Regional Industrial Development Authorities, as established by the Georgia General Assembly during the 2022 legislative session through House Bill 1044. Regional Industrial Development Authorities were created to provide additional incentives to businesses locating within industrial parks developed through the cooperation of multiple counties, as evidenced by revenue and cost-sharing agreements in a regional industrial park.

House Bill 1044 emphasized the need for coordinated and consistent training associated with members serving on Regional Industrial Development Authorities. Completion of training by a designated provider is a requirement for authority membership. House Bill 1044 called for DCA to establish a process by which providers were designated, and identify a set of providers by whom Regional Industrial Development Authority members may satisfy training requirements.

DCA is a state agency whose mission is to help build strong, vibrant communities. While certainly not all encompassing, one area in which DCA seeks to achieve its mission is through work with communities on economic development planning and initiatives. The agency seeks qualification statements and proposals from individuals, entities, or institutions seeking to be considered DCA-designated providers of training to satisfy the 8-hour requirement for members of Regional Industrial Development Authorities.

DCA will receive proposals for providers who seek designation as a provider for the period ending December 31, 2024. Responses to the RFQ will be due to DCA no later than 5:00 PM on October 14, 2022. DCA will review the responses and publish a 2023-2024 designated provider list no later than November 14, 2022. Training may commence at any time following a provider being designated by DCA, but providers should be prepared to deliver such training no later than the second quarter of calendar year 2023 in the event that Regional Industrial Development Authorities are created and are seeking training that is mandated to be in place no later than July 1, 2023.

RFQ Schedule & Deadlines

The RFQ will have one call for proposals to determine an approved list for calendar years 2023 and 2024. No additional providers will be added subsequent to the schedule imposed below. Late or incomplete submissions will not be considered.

Clarification questions may be asked by any respondent prior to September 9, 2022. No clarification questions may be asked between that date and the proposal due date.

Following submissions, DCA reserves the right to seek additional information from any proposer regarding their response, as well as require providers to offer greater depth on specific subjects than what may have been indicated in the provider's proposal. All decisions will be final. The schedule is as follows:

- | | |
|---|---------------------------------|
| • RFQ posted for distribution | August 16, 2022 |
| • Last date questions may be asked by proposers | September 30, 2022 |
| • Proposals Due by 5:00 PM | October 14, 2022 |
| • List of designated providers posted by DCA | No later than November 15, 2022 |

Clarifying questions should be submitted via email to research@dca.ga.gov with the subject line reading "RIDA Training Questions."

All submissions shall be submitted through an electronic portal established by the Department. This portal can be accessed [RIDA Proposal Submission](#). No submissions will be accepted outside of this portal.

Minimum Qualifications Required

DCA is establishing minimum criteria to ensure that potential providers possess the requisite knowledge and ability to provide training for Regional Industrial Development Authorities. This list should not be construed to be all-encompassing; however, it should be used to inform individuals/entities/institutions seeking designation as a provider of the elements DCA will most heavily consider in approving 2023-2024 providers of the training. Minimum qualifications of the proposer shall include:

- Requisite knowledge of development authorities within Georgia, as defined in O.C.G.A. §36.62, et al. Generally speaking, potential providers should be able to demonstrate a history of delivering economic development training, providing counsel to development authorities and/or managing development authorities (or other economic development entities) in Georgia.
- A robust portfolio of examples that can be used to illustrate and provide clear guidance to Regional Industrial Development Authority members.
- Assurances that, if designated, the provider possesses the ability to deliver the first delivery of an 8-hour training course no later than the second calendar quarter of 2023; and
- The ability to provide certificates of completion to individuals upon successful participation in said training, as well as a mechanism to forward the names of participants and the Regional Industrial Development Authority that they represent to the Department of Community Affairs within 30 days of training completion.

Format for Proposals

The following format should be used for any individual/entity/institution seeking to deliver training for Regional Industrial Development Authorities. No minimum or maximum page limit is being established by DCA. However, it is the responsibility of the respondent to include Responses to all required information and any supporting documentation necessary for DCA to be reasonably assured of the respondent’s capabilities, without extraneous information being resubmitted.

The submission should be ordered as follows:

- Cover letter from the proposer indicating the intent to seek designation as a provider of Regional Industrial Development Authority training. Included in the cover letter should be complete contact information (name, title, address, phone, email) of the proposer’s primary point of contact for Regional Industrial Development Authority training.
- A narrative detailing the individual’s/entity’s/institution’s qualifications (refer to above section) which will enable DCA to validate the respondent’s satisfaction of minimum qualifications.
- Information on individual(s) who are proposed to provide training on behalf of the applicant, including the background of the individual(s) and how the background qualifies them to provide such training.
- A narrative demonstrating, generally, how the respondent intends to include the following required elements in the training¹:
 - What are Regional Industrial Development Authorities
 - Role of Regional Industrial Development Authorities
 - Requirements of Regional Industrial Development Authorities
 - Powers of Regional Industrial Development Authorities
 - Differences between various types of Authorities
 - Legal/Ethical Requirements of Authority Members
 - Open Records/Open Meetings
 - Incentives/Financing Economic Development Projects
 - Economic Development Strategic Planning
 - Communication with Affected Parties
- Proposed fee schedule for course participants.
- Frequency with which the proposer plans to offer training, if needed.
- Geographic area(s) of the state in which the entity plans/proposes to train Regional Industrial Development Authorities.
- Signed assurance page indicating an ability and willingness to provide training beginning no later than second quarter 2023 through December 31, 2024 (at which time DCA will re-evaluate approved training providers).
- Any supplemental information the respondent deems relevant and germane.

¹ It is understood that the provider may desire to combine some of the elements being required to facilitate a better flow of information. Proposers should delineate how they would structure an agenda and what information would be contained within each element. DCA seeks quality of content within the elements noted over a rigid presentation of the elements being required in the order noted. If alternative content is proposed, please describe within the narrative.