REQUEST FOR QUALIFICATIONS AND QUOTATION

 FOR CONSULTANT SERVICES

TO SUPPORT EVERGREEN BIOSCIENCE INNOVATION CLUSTER

Washington State Department of Commerce

Innovation Cluster Accelerator Program (ICAP)

Evergreen Bioscience Innovation Cluster, Spokane WA

Greater Spokane Inc. (hereafter referred to as “GSI”) is the Associate Development Organization of Spokane County, and as such is responsible for developing and diversifying the regional economy. GSI partnered with SP3NW, a life science business incubator at Washington State University Spokane to pursue an Innovation Cluster Accelerator Program (ICAP) grant from the Washington State Department of Commerce. GSI is the awardee of the grant and will foster the development of the Evergreen Bioscience Innovation Cluster (Evergreen Bio) until such time as Evergreen Bio is mature enough to be a stand-alone organization. More information may be accessed at:

* [greaterspokane.org/](https://greaterspokane.org/)
* [sp3nw.org/](https://sp3nw.org/)
* [Evergreen Bioscience Innovation](https://www.linkedin.com/company/evergreenbio/) Cluster

GSI is soliciting qualifications and quotations from organizations or contractors (hereafter referred to as “Consultant”) interested in acting as the CEO to create and manage an industry-led life science cluster to be known as Evergreen Bio, which is a member-based organization that includes partners from the five economic segments of government, capital, academics, entrepreneur and corporate. Evergreen Bio’s mission is to make the Mountain Northwest and Washington State a magnet for companies providing and consuming expert life and health science contract research, contract development, and contract manufacturing services of medicines and medical devices, by enhancing workforce development and services to pharmaceutical and medical device companies. Evergreen Bio’s purpose is to develop and promote collaborative relationships facilitating regional business growth by prioritizing and assisting in funding projects that increase our collective value as an integrated supply chain which will expand the name recognition and awareness of the contract services provided within our region.

GSI will evaluate responses with how well the Consultant would act as a CEO within a larger industry and entrepreneurial ecosystem and, thus, benefit from a range of expertise and support. Moreover, responses will be evaluated on the following criteria.

* While the Consultant may be an organization it is expected that the CEO role will be fulfilled primarily by one individual within that organization. The preferred qualifications for that individual are as follows:
	+ Degree of BS in Physical or Life Sciences or similar field. Significant and applicable industry experience.
	+ Industry experience in the life sciences contract services technical, operations, and business development areas.
	+ Certifications that include ASQ-certified Manager of Quality and Organization Excellence (CMQ/OE), and Pharmaceutical GMP Professional (CPGP).
	+ Prior or current roles of advisor and mentor for university technology startups, university biomedical faculty and student entrepreneur.
	+ Experience serving as Primary Investigator for pharmaceutical manufacturing workforce development grant(s). Preference will be given for individuals with experience on multiple organizational boards.
	+ Experience leading quality control laboratory personnel in a sterile injectable pharmaceutical and sterile device manufacturing organization.

This solicitation is meant to select one or more consultants to fulfill the role of the Evergreen Bio CEO. The most important aspect of submitting a well-written and well-articulated plan to serve in this position is the Consultant’s experience with the role identified in their submittal with particular attention to skills in management, strategic goals setting and execution, excellent communication skills, and ability to foster collaboration amongst organizations typically in competition with one another. Evergreen Bio is located in Spokane, Washington and the CEO is expected to physically be in Spokane the majority of the time (60% or greater) they are working performing these duties.

# Duties of the Evergreen Bio CEO

Lead an informal ecosystem with the leadership principles of visionary, networked, strategic, influential, administrative, member-focuses, operational, and self-leadership.

* Lead the management business in the cluster across multiple units at a strategic and operational level
* Supervise, coordinate, and monitor all operational responsibilities
* Engage and handle all the key stakeholders in the cluster across the regulatory spectrum, investors, promoters, and competition
* Responsible for the annual budget and financial performance across units and ownership of the P&L of the cluster
* Responsible for technology implementation and creating seamless information flow across the organization and responsibility of reporting across all metrics to the board of the company
* To lead and engage the human resources of the cluster with responsibility of their recruitment, training, and retention

# Project Budget/Duration

The budget for this work is $180,500 and the position is expected to provide 20 hours per week on average to this position for the contract duration of nineteen months. Consultants proposing to meet the requirements with a single individual should provide their billable rate. Consultants proposing multiple representatives must provide a breakdown of duties for each position and expected hours of each position with billable rates.

# Additional RFP Details

This RFP is intended to identify a Consultant to serve as the Evergreen Bio CEO. A non-mandatory pre- proposal conference is scheduled for Monday, 3:00 PM, March 21, 2022 at Greater Spokane Inc., 801 W Riverside, Suite 200, Spokane, Washington, 99201 or via Zoom. Please e-mail Stacia Rasmussen at srasmussen@greaterspokane.org to obtain the zoom link 24 hours before the scheduled meeting.

Questions regarding the RFQQ you would like to be addressed at the Pre-Proposal Conference should be submitted by email or in writing, and should be received by 11:00 a.m. Friday, March 18, 2022. All questions should be directed to Stacia Rasmussen at srasmussen@greaterspokane.org.

To be considered for the position, submittals must contain the following materials:

* + A written narrative, describing how the Consultant will fulfill the role of CEO and how their experience and qualifications meet the requirements of the position. The narrative should also include their approach in carrying out the mission and objectives of Evergreen Bio and creating a successful cluster that is self-funded. (Limited to 5 pages)
	+ A staffing plan and budget narrative that indicates how funds will be spent over the nineteen-month cycle and remain within budget. (Limited to 2 pages)
	+ Specific information related to previous experience in management of the type of association being proposed.

The selection will be based on the experience and qualifications of the primary individual serving in the role of CEO, the written narrative, and budget narrative. If needed, the selection process may include an in-person interview in Spokane.

This RFQQ does not obligate GSI to pay any costs incurred in the preparation and submission of submittal nor enter into any contractual arrangement with any Consultant. GSI reserves the right to reject any and all proposals, to accept any bid, or to waive minor informalities and accept the proposal that is in the best interest of GSI or Evergreen Bio.

Proposals furnished hereunder can be submitted electronically to srasmussen@greaterspokane.org. Electronic proposals must be provided to GSI no later than 4:00 p.m. local time, Wednesday, March 30, 2022.

It is anticipated that a decision and notice of award for all or part of the RFQQ will be issued on Wednesday, April 6, 2022.