



Town of Sturbridge

Economic Development & Tourism Coordinator

Kevin Filchak, M.P.A. 

Date: 18 July 2019
To: Prospective Vendor
Subject: Sturbridge – Quote Solicitation – Commonwealth Community Compact

Scope

The Town of Sturbridge was recently awarded a grant under the Commonwealth Community Compact to conduct an economic development self-assessment and to develop an accompanying economic development strategy from that research. The Town is now soliciting quotes from qualified vendors to conduct this work. The scope of this grant will have the chosen vendor doing the following:

- 1) Host community meeting(s);
- 2) Speak with relevant stakeholders;
- 3) Conduct survey(s);
- 4) Conduct a SWOT assessment of the current standing of the town's economy;
- 5) Analyze the competitiveness of Sturbridge against five (5) like communities;
- 6) Develop and report on above findings along with an economic development strategy;
- 7) Produce a written final report which will be presented to the Town and the Commonwealth.

Please note that items 1 – 3 can be combined as deemed appropriate by applicant so as to reduce costs but shall not reduce the level of information collection.

All work for this grant **must be completed no later than 30 June 2020**.

Award Criteria

In compliance with M.G.L. Chapter 30B, **the Town shall award the contract to the vendor who provides the lowest written price quote.**

The Town asks that all quotes be submitted, **in writing via email**, to the Economic Development and Tourism Coordinator at kfilchak@town.sturbridge.ma.us. **All written quotes shall not exceed two pages in length, shall be in PDF format and shall be submitted no later than Friday, 9 August 2019 at 12:00pm.** If there are questions about this quote solicitation, please submit them in writing to the Economic Development and Tourism Coordinator using the email listed above no later than 12:00pm on 2 August 2019. Please note the Town will not provide a budget range for this quote solicitation.

As per Section 9 of Chapter 30B, Sturbridge reserves the right to cancel this solicitation for written quotes, at any time without notice, if it determines that it is in the best interests of the town to do so.