

Requests for Proposal (RFP)

The Request for Proposal (RFP) system was designed to automate the process of sharing site location information requests with local developers in the state. Details are entered into a database housed at the ND Department of Commerce and shared through our Partner System site on the web.

THERE ARE TWO TYPES OF RFPs:

- **SEND TO ALL**- RFPs are sent to all qualified local developers as a PDF attachment, but are also posted on the Partner site.
- **SEND TO CUSTOM LIST** – RFPs are sent only to the communities requested by the company looking for a new location. These RFPs are sent via email as a PDF attachment. Nothing will be posted to the web.

Upon receiving an email that is **sent to all**, simply log into the Partner System at <http://www.business.nd.gov/partnersystem> and click on **REQUEST FOR PROPOSAL** on the right-hand menu.

A screen similar to that shown on the next page will appear. The top section will list active RFPs and the bottom section will list inactive RFPs. Your email should contain the name and/or number of the current RFP so simply click on the associated blue **REPORT** button to view the details of the project.

Upon reviewing the specifications YOU, the developer, should indicate whether you believe your community meets the parameters and whether you have an interest in providing a proposal for any given project by clicking on the **RESPOND** button. This will notify Commerce staff of your intent to provide a response to the RFP request. PLEASE PROVIDE A **YES OR NO** RESPONSE! Add any comments or questions you may have. Then select **SEND RESPONSE**.

You're probably wondering why you should go through the trouble of logging into the Partner System when all the information is already attached to the email. Well, there are two reasons...

1) We need you to log into our web site and tell us whether or not you feel your community is a fit for this project (we'll explain how shortly).

2) Updates to the RFP will be posted to the web so you'll be able to check back later to see if there have been any new developments.

Request for Proposal

Active RFPs							
Project Name	RFP ID	Industry	Deadline for Response	Summary	Status	Geographic Preference	Options
C-Fab Facility 2014	EDF-RFP-00116	MFG-Manufacturing	10/3/2015 5:00:00 PM	Fabrication and assembly facility for products that will be shipped to and installed on heavy construction projects. This would be an expansion of company	Active		report respond

Once an RFP moves to the **INACTIVE** section, the **RESPOND** button is no longer visible.

Inactive RFPs				
Project Name	RFP ID	Industry	Deadline for Response	Options
C-Fab Facility 2014	EDF-RFP-00116	MFG-Manufacturing	10/3/2014 5:00:00 PM	report
CONFIDENTIAL	07072014JFM	VA-Value-Added Ag	7/21/2014 10:00:00 PM	report

Remember to respond either YES or NO.

Request for Proposal

[return to RFPs](#)

Response Information

RFP Consideration: Yes No

Comments:

[Send Response](#)

Sample Details

North Dakota Department of Commerce		
Detail for RFP ID # EDF-RFP-00116		
Origination Date: 9/15/2014	Last Update: 9/16/2014	
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Name: C-Fab Facility 2014	Project Manager: Fladeland, Mike	Deadline: 10/3/2014
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Activity Type: Expansion	Industry: MFG-Manufacturing	Capital Investment:
Project Summary: Fabrication and assembly facility for products that will be shipped to and installed on heavy construction projects. This would be an expansion of company facilities to a North Dakota location.		
Additional Notes: Support services needed include metal fabrication, painting, electrical, and galvanizing.		
Employment Info: 1. Pipe fitters, iron workers, and laborers 2. Prefer union		
# Working Days Per Wk:	# of Shifts:	
	Projected Job Range	
	Minimum	Maximum
2015		30
Total Jobs		30

We ask that you note two very important sections near the bottom of the report (see below).

- **Most critical needs** - Make certain your community can meet the company’s critical needs before responding affirmatively to their RFP.
- **Response format** - Respond to the request in the format requested by the project manager.

Most Critical Needs:	1. Fabrication and laydown space -- approximately 10 acres, concrete and gravel; combination of warehouse and yard space would be beneficial 2. Short access to Interstate or U.S. Highway for ease of hauling permitted loads 3. Housing for 30 workers and families, multi- or single family
Response Format:	digital format only

There will be times when the Commerce Project Manager will also attach a questionnaire to the RFP announcement. Please complete the questionnaire and return it to the Project Manager via email unless instructed to do otherwise.