

REQUEST FOR QUALIFICATIONS AND QUOTATION
FOR BUSINESS DEVELOPMENT MANAGER
CONSULTANT SERVICES
TO SUPPORT EVERGREEN BIOSCIENCE INNOVATION CLUSTER

Greater Spokane Inc. and
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 is the awardee of an Innovation Cluster Accelerator Program (ICAP) grant from the Washington State Department of Commerce that 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/
- [Evergreen Bioscience Innovation Cluster](#)

GSI is soliciting qualifications and quotations from organizations or contractors (hereafter referred to as “Consultant”) interested in acting as the Business Development Manager to provide member development and other revenue development services for an industry-led life science cluster 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 serve as a Business Development Manager 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 preferable that the Business Development Manager role will be fulfilled primarily by one individual within that organization. Details for that individual are as follows:

- **DUTIES AND RESPONSIBILITIES:**
 - Work with the Board and Executive Director to develop a revenue and go-to-market strategy.
 - Plan, coordinate, and execute all marketing and communications.
 - Lead member/sponsor recruitment.
 - Identify and pursue grants that will further the mission of Evergreen Bio in cooperation with the Executive Director.
 - Advise and assist the Executive Director on member/sponsor/ecosystem needs.
 - Responsible for cultivating and maintaining relationships with key stakeholders in the life science industry.
- **SKILLS AND QUALIFICATIONS:**
 - The successful candidate will be a strategic thinker with excellent communication and leadership skills.
 - Identifying and closing funding opportunities.
 - Able to work independently and as part of a team.
- **EXPERIENCE REQUIREMENTS:**
 - Membership developer with proven success securing sponsors and growing membership in a non-profit environment.
 - Working knowledge of the intermountain life science ecosystem.
 - Have a track record of success in business development, operations, and technical areas.

- A degree in Physical or Life Sciences or a similar field experience in the life sciences business development is a plus.
- TIME ASSIGNED TO CLUSTER: 50%

This solicitation is meant to select one consultant to fulfill the role of the Evergreen Bio Business Development Manager. 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 membership development with proven success securing sponsors and growing membership in a non-profit environment.

Project Budget/Duration

The budget for this work is \$46,000 and the position is expected to provide 20 hours per week on average to this position for the contract duration of five (5) months. Work may continue beyond the five (5) month period pending identification of additional funding and with the approval of the Evergreen Bio Board of Directors. Consultants proposing to meet the requirements with a single individual should provide their billable rate.

Additional RFP Details

This RFP is intended to identify a Consultant to serve as the Evergreen Bio Business Development Manager. A non-mandatory Pre-Proposal Conference is scheduled for Monday, April 16, 2024 at 3:00 PM, 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. Monday, April 15, 2024. 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 Business Development Manager 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)
- Specific information related to previous experience in business development 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 Business Development Manager, and the written narrative. If needed, the selection process may include an in-person interview in Spokane.

This RFQQ does not oblige 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, Friday, May 3, 2024.

It is anticipated that a decision and notice of award for all or part of the RFQQ will be issued on Wednesday, May 8, 2024.