



Diane Cox  
Executive Director

February 1, 2020

Member  
Governments

To whom it may concern,

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

The Kerr-Tar Regional Council of Governments has released a Request for Qualifications (RFQ) effective today. The purpose of this RFQ is to determine eligible firms to assist the organization with creating a “Coronavirus Response Addendum” to its [Comprehensive Economic Development Strategy](#) adopted in 2017. The CEDS plan, a requirement under the U.S. Economic Development Administration, provides economic metrics and milestones for the Kerr-Tar Economic Development District. The Kerr-Tar region’s Economic Development District consists of: Franklin, Granville, Person, Vance, and Warren counties and its municipalities therein.

**MUNICIPALITIES**

Bunn  
Butner  
Creedmoor  
Franklinton  
Henderson  
Kittrell  
Louisburg  
Macon  
Middleburg  
Norlina  
Oxford  
Roxboro  
Stem  
Stovall  
Warrenton  
Youngsville

Your firm has been identified as a potential respondent to the RFQ. Please note, this is not a direct solicitation, but a Request for Qualifications to be reviewed by Kerr-Tar Regional Council of Governments. The organization’s decision will be made following federal procurement procedures as prescribed by the Economic Development Administration.

All submissions must contain the following:

- I. Experience and Capacity
- II. Proposed Methodology
- III. References

Responses received will be evaluated on the following criteria:

- I. Experience and ability to complete the work
- II. Demonstrated experience with CEDS and addendums
- III. Approach and understanding of the scope of work
- IV. Proven track record of community engagement

In order to be considered, all responses must be received by our agency by 5:00 pm on March 12, 2021.

Sincerely,  
James Cunningham  
Economic Development Disaster Recovery Coordinator  
Kerr-Tar Regional Council of Governments