



Request for Proposals – Program Director, Maine’s Marine Economy Roadmap/Workforce Development Project

**Maine Technology Institute
8 Venture Avenue
Brunswick Landing
Brunswick, Maine 04011**

Contact: Brian Whitney / bwhitney@mainetechnology.org / (207) 582-4790

Introduction and Objective

Recently, the State of Maine received a \$2 million award from the federal Economic Development Administration (EDA) to help it develop an industry-led roadmap and action plan for economic growth and greater resiliency in its marine economy. The award provides critical funding to support Maine’s Marine Living Resource Economy initiative - - a three-year project that will provide strategies to match Maine’s marine-related products with global markets and develop strategies to attract investment in new markets. It will also identify new opportunities and barriers to value-added production and will seek ways to maximize efficiencies and returns across the seafood value-chain. This project will also address current and future workforce challenges in Maine’s marine resource economy.

The project will be overseen by its co-applicants the Maine Technology Institute (MTI) and FocusMaine. They are currently seeking proposals for a Program Director to lead the overall effort.

The project’s industry-focused Steering Committee, the Maine Aquaculture Innovation Center, and other private and public sector partners within the marine economy will play a pivotal role in its successful implementation.

Recognized as one of the world’s richest marine ecosystems, the Gulf of Maine covers more than 5,000 miles of coastline (including islands). Maine’s marine living resources have long been a mainstay of the state’s economy, particularly in rural areas. While lobster remains Maine’s predominant and most well-known export, Maine’s marine living resources economy continues to diversify and now includes fishing, lobstering, aquaculture, life sciences, and value-added processing. Critical supply chain elements like shipping and logistics support this economy.

The marine living resource sector in Maine employed 15,583 workers in 2016. Most of the positions include fishermen and related shoreside workers followed by occupations within the supply chain such as processing, transportation, etc. Looking to the future, we know Maine’s marine economy will continue to evolve. The proposed project will identify industry needs and opportunities and will

provide solutions to workforce needs and skills gaps. It will also focus on investments that create a more resilient Maine marine economy.

The ideal candidate or organization will be an experienced, process-oriented, results-focused, highly skilled facilitator and project manager with the skills necessary to manage multi-stakeholder, complex initiatives. The individual or organization will be motivated, detail-oriented, and familiar with Maine's business, aquaculture, marine and academic communities.

In soliciting proposals, MTI and FocusMaine's objectives are to obtain high quality, reliable and cost-effective program management services, with a 36-month commitment.

Eligible providers

Individuals or organizations must have and maintain a presence within the State of Maine, if not headquartered in Maine. At the time of submission, the service provider must be in compliance with all laws, rules, regulations and ordinances of the United States, the State of Maine, and if selected to provide services, must remain in compliance during the service agreement(s) duration.

Inquiries

Inquiries or notices concerning this RFP should be directed to:

Brian Whitney, President
Maine Technology Institute
8 Venture Avenue, Brunswick Landing
Brunswick, ME 04011

Telephone: (207) 582-4790
Fax: (207) 582-4772
Email: bwhitney@mainetechnology.org

Submissions and Selection Process

Proposals will be evaluated on a rolling basis by MTI and FocusMaine's internal selection team until the position is filled. Proposals may be electronically transmitted, mailed or delivered to the attention of Brian Whitney at the address noted above (see Inquiries). Factors to be considered in evaluating proposals include relevant experience and ability; feedback from references; cost; experience with large non-profit clients and a commitment to work with MTI and FocusMaine as an integral partner.

MTI and FocusMaine reserve the right to reject any and all submissions without the right of recourse by proposers.

All providers acknowledge and understand that MTI and/or FocusMaine will not pay for any costs incurred in connection with the preparation or submission of a proposal.

Proposal format

Proposals should not exceed 5 pages. That said, MTI and FocusMaine do not endeavor to be overly prescriptive. We are open to innovative and creative proposals that will help us achieve our goals.

References

Please provide the names and contact information of three professional references.

About the Maine Technology Institute

MTI is a publicly financed, private, nonprofit organization created by the Legislature in 1999 to stimulate research and development activity leading to the commercialization of new products, processes and services in the state's seven targeted technology sectors. MTI programs are either loans, equity investments, or grants designed to enhance the competitive position of those sectors and increase the likelihood that one or more of these sectors will support clusters of industrial activity and create quality jobs across Maine. For more information visit www.mainetechnology.org

About FocusMaine

FocusMaine's mission is to strengthen and revitalize opportunity and prosperity in Maine by accelerating the creation of jobs in select signature industries. FocusMaine's programs foster business growth and business attraction and increase the skills and talent critical to its sectors. FocusMaine was founded by private-sector Maine leaders, and in partnership with industry-specific subject matter experts, advisers, and partnering organizations, is using a fact-based, disciplined approach to sector and industry development. For more information visit www.focusmaine.org.

Scope of Work

Again, in soliciting proposals, MTI and FocusMaine's objectives are to obtain high quality, reliable and cost-effective project management services. This is an aggressive scope and we welcome innovative ways of executing on it; don't let the scope of work limit your creativity. If your approach can help us achieve our goals, we're open to your proposal.

Key Responsibilities Include:

- Project management– results, relationships and process in multi-stakeholder, cross-sector initiative
- Committee and task support; scheduling and working with co-chairs to develop agendas and facilitate meetings; attend meetings; take minutes; co-curate records
- Act as a conduit between groups; support the project's Steering Committee with primary reporting lines to the Subcommittees and project leadership; program alignment, cross-program collaboration and inter-program communication
- Co-develop and review RFPs informed by committees; co-manage consultants; review and edit consultant reports
- Support the Steering Committees efforts to develop an evaluation process; develop and track outcome/impact metrics
- Review and support the development of budgets and reports to funding agencies/organizations
- Support the Steering Committee's efforts to maintain industry relevance; bring in expertise and connections as appropriate
- Create and maintain communication tools like press releases, web site and appropriate social media
- Serve as primary contact for stakeholders and the press to connect to the project
- Assist with developing an implementation/sustainability plan; help secure that funding.
- Other duties as assigned.

Desired Qualifications and Experience:

- A minimum of five years of professional project and/or program management experience
- Undergraduate degree required; graduate degree preferred
- Demonstrated organizational and project management skills
- Strong communication skills – interpersonal, public speaking, written communication, and social media
- Experience working in economic development, workforce development, network building, facilitation, etc.
- Familiarity with private sector business and development practices; systems-thinking approach, and understanding of entrepreneurial/innovation best practices
- A process-oriented mindset with the ability to oversee and effectively work with companies and other organizations on a varied portfolio of project activities
- The ability to think both creatively and critically
- Knowledge of Maine and regional innovation economy, workforce development programs, financing and experience working with Maine organizations a plus.
- Ability to be flexible, work under deadlines and as a member of a team
- Ability and willingness to travel throughout the State of Maine
- Organizational capacity and in-kind support to further the work of the marine economy initiative a plus.

Salary: Commensurate with experience and skills.