



Request for Proposals Compliance Consultant 1 June 3, 2010

The Local Initiatives Support Corporation/Chicago (LISC) is requesting proposals from experienced consultants to assist in compliance issues related to the implementation of its Broadband Technology Opportunity Program (BTOP) grant for which it is a sub-recipient. The BTOP grant will provide funds for a two-year Sustainable Broadband Adoption Campaign in five Chicago Communities as part of the City of Chicago's Digital Excellence Initiative. The goal is to provide training, computer incentives, and education opportunities to increase the number of households and businesses adopting broadband Internet service to enhance economic outcomes. MBE/WBE/DBE are strongly encouraged to apply.

About LISC/Chicago

LISC/Chicago organizes capital and other resources to support initiatives that will stimulate the comprehensive development of healthy, stable neighborhoods and foster their connection to the socioeconomic mainstream of the metropolitan region.

LISC/Chicago administers the Smart Communities program as part of the City of Chicago's Digital Excellence Initiative. The BTOP grant will support the five Smart Communities of Auburn Gresham, Pilsen, Humboldt Park, Englewood and Chicago Lawn.

Objective

LISC/Chicago will work with a set of nonprofit organizations to implement a range of education and training programs targeting youth, adults and small business owners.

The compliance consultant 1 would work with LISC/Chicago staff to support general due diligence and compliance on BTOP grants, and provide program compliance support on the Business Resource Network grantees:

Phase 1: Due Diligence

1. Ensure nonprofit partners have sound financial and management systems, policies and procedures in place to receive, manage and report on BTOP funds. This will include a review of financial statements, review of policies and meeting with management team as required for a core set of up to 15 nonprofits. Deliverables Include:
 - a. Financial analysis in excel format reflecting review of three years of audited financial statements for each grantee.
 - b. Written report summarizing meeting with management team for each grantee.

2. Develop and support implementation of a corrective action plan if a nonprofit partner is found to have deficiencies in its financial or management practices, including ensuring account system and program ledger in place to track federal grants, federal procurement policy and cost allocation plans in place, etc. Deliverables include:
 - a. Corrective action plan for each grantee identified in step one with deficiency.
 - b. Monitoring and final report upon completion of corrective action plan for each grantee.
3. Work with Business Resource Network grantees to develop program budgets and support program launch, including staffing, training, partnership coordination, etc. Deliverables include:
 - a. Submission by each grantee of a program budget that meets LISC approval.
 - b. Submission by each grantee of a program start-up work plan detailing items noted above.

Phase 2: Compliance

4. Work with LISC/Chicago staff to schedule and conduct quarterly compliance site visits with BTOP grantees to review program and financial activities and prepare for quarterly reporting to LISC in compliance with BTOP reporting requirements. Deliverables include:
 - a. Provide written reports documenting compliance visits.
 - b. Work with grantees to develop corrective action plans if warranted.
 - c. Monitoring corrective action plans and preparing final report upon completion.
5. Compiling and preparing information to support audit purposes.
6. Work with Business Resource Network members to support compliance with program outcomes including, technology assessments, trainings and computer incentive program tied to BTOP funds. Deliverables include:
 - a. Providing a roster of potential training partners.
 - b. Facilitating meetings with potential partners and LISC and local grantees.
 - c. Supporting BRNs in developing training schedules and coordination of training resources across sites.
7. Attend meetings as needed with LISC, City of Chicago or other key partners to assist in reporting back on compliance issues for nonprofit partners and for Business Resource Network.

Project Timeline

Phase 1: July 1, 2010 – August 31, 2010

Phase 2: August 1, 2010 – December 31, 2012

How to Submit a Proposal

Interested parties should submit the following to Susana Vasquez, LISC/Chicago, 1 N. LaSalle, Suite 1200, Chicago, IL 60602 or svasquez@lisc.org:

- A brief proposal describing qualifications and how the tasks described above would be carried out.
- An estimate of fees to be charged and expenses that would be incurred showing hourly rate and number of hours for core tasks and deliverables.
- Resumes and description of relevant experience of consultants who would be involved.

Please direct questions in writing to svasquez@lisc.org.

Proposal Due Date:

Interested parties must ensure proposals arrive no later than Friday, June 11, 2010.

Notification Date:

LISC/Chicago will notify successful candidates of the acceptance of their proposal no later than Tuesday, June 15, 2010.