



Request for Proposals Computer Incentive Program Consultant June 16, 2010

The Local Initiatives Support Corporation/Chicago (LISC) is requesting proposals from experienced consultants to assist in the development and implementation of a computer incentive program 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.

LISC is committed to working with Minority/Women/Disadvantaged Businesses, and encourages proposals from M/W/D businesses and consortiums of such businesses.

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. A computer incentive program will provide community residents an opportunity to earn a Mac Book, Netbook or PC desktop computer for successful completion of training programs.

A consultant or consultancy firm with experience in technology, federal compliance, computer equipment purchasing, storage and distribution is therefore being sought to support the computer incentive program.

Phase 1: Program Design

1. Research best practice models for computer incentive programs for community distribution.

2. Work with LISC staff and designated community partners to develop a written program design that addresses the following:
 - a. Is in compliance with all federal ARRA requirements for purchase and use of computer equipment.
 - b. Supports the most efficient and effective purchasing by LISC of equipment, i.e. securing bulk rate discounts or assistance on competitive price review.
 - c. Provides recommendations for an efficient and effective inventory, storage and distribution system for centralized purchasing and distribution across 6 – 10 community organizational sites of up to 1,560 pieces of equipment.
 - d. Includes recommendations on equipment identification and tagging as part of inventory system.
 - e. Provides an end-user policy to be signed by community recipients that codifies the intended use of the equipment and mitigates for risks for lost, stolen equipment or equipment not used for intended purposes.
3. Develop purchasing, inventory, distribution and end-user tracking system to be utilized by LISC staff and community partners to implement computer distribution program.

Phase 2: Program Implementation & Compliance

1. Work with LISC to provide training on computer incentive program to community partners.
2. Monitor implementation of computer incentive program during first purchase and distribution of computers as part of digital youth summer jobs program which ends in August 2010.
3. Monitor implementation of computer incentive program as it rolls out through targeted training programs for adults/parents at FamilyNet Centers and small business owners at Business Resource Networks from September 2010 – March 2012.
4. Provide detail centralized tracking of computers distributed and end-users, which LISC will reconcile with data tracking in its ETO client database.
5. Provide 2 - 3 follow-up calls to end-users to survey clients on status of equipment, use of equipment.
6. Provide quarterly reports to LISC on program including inventory, distribution, end-user follow up, recommendations for changes or improvements to system, etc.
7. Support LISC in compliance site visits and audits which include a review of documents tied to computer incentive program.

Project Timeline

Phase 1: July 1, 2010 – August 15, 2010

Phase 2: August 15, 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.
- Please note experience in the five target communities and serving as a consultant under a federally-funded program if applicable.
- An estimate of fees to be charged and expenses that would be incurred showing hourly rate and number of hours for core tasks.
- 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 25, 2010.

Notification Date and Special Conditions:

The successful applicant will be notified by June 30th. Applicant must be willing and able to start work based on a signed contract submitted by applicant.

A contract for services with LISC will then be submitted for approval with a July 1 start date. There will be no retainer provided for services.