



**Request for Proposals
Compliance Consultant 2
June 16 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.

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. FamilyNet Centers will be a major component of the BTOP program building on the infrastructure of Centers for Working Families – an employment, financial counseling and income support program coordinated by LISC/Chicago – by providing increased hardware, software, kid-friendly equipment, extended hours and family-focused trainings. There are six nonprofit organizations who will lead FamilyNet Center programs as part of the BTOP funding.

Phase 1: Program Start-up

1. Work with FamilyNet Center grantees to develop program budgets and support budget management for compliance, i.e. working with LISC to monitor on a quarterly basis adherence to federal procurement policies.

2. Work with LISC to develop and implement a training and orientation for new FamilyNet Center staff and agency staff regarding the goals of program, managing for compliance, reporting requirements, etc.
3. Provide guidance on equipment and software purchases to ensure sites adhere to equipment and software specs and budget.
4. Work with sites to develop an equipment inventory system in compliance with federal procurement procedures.
5. Work with LISC and evaluation partners to make recommendations on modifications to client database for program.
6. Work with LISC and sites to integrate FamilyNet Center into monthly orientations.

Phase 2: Program Coordination & Compliance

7. Work with LISC to coordinate quarterly peer learning sessions with FamilyNet Center staff to discuss best practices and support program development.
8. Work with LISC staff to review client data and local partner feedback and develop program modifications if needed to support effective and efficient program delivery.
9. Work with FamilyNet Center members to ensure compliance with program outcomes including, orientations, trainings and computer incentive program tied to BTOP funds.
10. Work with FamilyNet Center members to ensure quarterly program and financial reporting to LISC in compliance with BTOP reporting requirements.
11. Attend meetings as needed with LISC, City of Chicago or other key partners to assist in reporting back on compliance issues related to compliance issues for nonprofit partners and for FamilyNet Centers.
12. Assist LISC during compliance site visits or program audits during contracted period as needed.

Project Timeline

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

Phase 2: September 1, 2010 – June 30, 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.