Background

Local Initiatives Support Corporation (LISC)
LISC’s mission is to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families. Since our founding in 1979, LISC has done this by working closely with residents and partners to drive investment, programs and policy changes that catalyze economic, health, safety and educational mobility for individuals and communities. Supporting place-based, community-oriented strategies that address root cause issues and build cohesion across diverse groups is fundamental to our approach. Today, LISC’s 35 local offices and rural program reach nearly 2,100 counties across 45 states. With its affiliates the National Equity Fund (established 1987), New Markets Support Company (2003) and immito (2018), LISC has invested $20 billion and leveraged that amount three times over to support affordable housing; community leadership development; education; quality jobs; financial stability; access to primary health care; healthy food; and safety. Leveraging its S&P AA- rating, LISC continues to pursue financing innovations for community development and partner with diverse entities to address the inequities amplified by the COVID-19 pandemic. Learn more at www.lisc.org.

LISC Engagement in Child Care and Early Learning
LISC is the only Community Development Financial Institution (CDFI) and non-profit intermediary with a national reach relative to early learning facilities and community development. Over the past two decades, LISC has invested more than $62 million, leveraging an additional $250 million for the development of new, high quality early learning environments for more than 25,000 children. We have worked in 26 states, supporting all types of providers in diverse geographies. Our expertise includes operating intensive, focused state-wide early learning facilities funds in places like Rhode Island, conducting comprehensive facility needs assessments and consulting with state governments to develop strong facility strategies based on local market needs. LISC has been an advocate, thought leader and resource to the field around early learning facility policy, financing and practice for more than two decades.

LISC is seeking consultants to support our breadth of work over the next twelve months. Most immediately, we are conducting a thought leadership project for the state of Rhode Island (see Appendix I: RFP for Rhode Island Thought Leadership Project) and are seeking responses to that scope of work by Thursday, September 16 at 5pm EST. For this specific project, responding parties must be available to work on and complete the assignment in the required time frame, beginning October 1, 2021 and concluding in or around March 2022.

We are also requesting information and qualifications from individuals and entities who may have interest in working with us on future projects. We encourage those with the some or all of the following qualifications to submit information as referenced in Appendix III: Request for Qualifications no later than Friday, October 15, 2021 at 5pm EST for consideration for work
contemplated through December 2022. We intend to select from this pool of pre-qualified candidates for future projects and opportunities. If you have questions, or would like to seek any additional clarification on the above, please contact Cecille de Laurentis at CdeLaurentis@lisc.org.

**Desired Qualifications**

- Prior experience conducting multi-faceted research and/or market research studies
- Prior experience conducting surveying designed to inform the development of comprehensive plans and strategies
- Prior experience and demonstrated expertise in structuring and administering focus groups
- Subject matter expertise in child care and early learning systems
- Prior experience working on projects of similar size and scope (as referenced in Appendix I)
- Demonstrated experience working within dynamic environments on tight time tables
- Prior experience working with nonprofit organizations, state governments, educational institutions or other related entities
- Please note if the firm is a Minority or Woman Owned Business
- Excellent references
Appendix I: RFP for Rhode Island Thought Leadership Project

Project Background
The Local Initiatives Support Corporation plans to conduct a statewide 2021 Child Care Assessment, which builds off of the 2019 Rhode Island Early Learning Facilities Assessment, with a particular focus on lifting up and analyzing current relevance of the recommendations made on pages 50-51 and designed to help Rhode Island’s policymakers better understand:

- The type of child care system that will best meet family needs post pandemic and what this means for infrastructure
- Child care considerations and necessary steps on the part of employers to attract employees back to the workplace, including how business can play a more meaningful role in expanding quality access
- How to most prudently allocate child care funding that has recently become available through federal stimulus relief (e.g., CARES Act, HEROES Act, American Rescue Plan) and state funding (RI Early Childhood Care and Education Capital Fund Bond) coupled with strategies to best prepare Rhode Island for additional dollars that may become available to child care, such as through proposed infrastructure packages
- Facility implications and constraints to offering a quality early care and education system in the state
- Policies and/or recommended changes to regulations that will most effectively support providers, children and their families in both the short and long-term
- The feasibility of repurposing building space that has become available due to the pandemic for child care purposes
- Actionable ways to engage non-traditional partners in working to help solve Rhode Island’s child care infrastructure issues

Specifically, we plan to collect and report on information in each of the following seven key areas the state has identified as being of particular interest:

1. Best practices, emerging trends, and stimulus utilization relative to child care access/quality in other states, particularly around areas shown to be highly relevant in Rhode Island, e.g., infrastructure
2. Family access needs and desires coming out of COVID and a plan for how best to rebuild a child care system that aligns to family needs
3. Child care facility needs, including but not limited to the impact of COVID on child care infrastructure and real estate across the state
4. Changes or resources family child care providers need both to adapt and survive post pandemic as well as to identify systems needs/solutions
5. Opportunities for shared visioning, resourcing, planning, etc. for recovery and growth across Region 1 (New England), with particular emphasis given to innovative public-private partnerships and thoughts about collectively framing regional economic recovery connected to child care
6. Ways developers, business leaders, anchor institutions, elder care facilities, health facilities, municipalities, etc. in other parts of the country are being incentivized to include child care and early learning spaces in non-traditional development
7. Exploration of how greater business engagement could be achieved including highlighting meaningful business engagement in other geographies
In conducting the 2021 Child Care Assessment, our intention is to collaborate with, coordinate with, and capitalize on the learnings of others across the country who have recently conducted meaningful studies with families and child care providers to streamline, rather than duplicate, information-gathering efforts. Accordingly, we would recommend and propose not spending unnecessary time or resource on conducting any large-scale, primary research (e.g., online surveys) or extensive in-person research (e.g., focus group discussions or child care facility site visits), though some interviews are anticipated. Rather, we are seeking a consultant who will utilize an approach designed to explore what are already extensive existing learnings and utilize those to extrapolate key learnings for this study. With that said, we are interested in hearing from consultants and firms with experience and expertise in conducting direct surveys, focus groups and interviewing as this may be relevant for other parallel projects or for future phases of this project.

**Project Scope**
LISC is requesting a price proposal for the following scope of work. Please note while there is a preference for the consultant to perform most, if not all deliverables, considerations will be made should the responding party have exceptional expertise in a content area or skillset.

- **Research and report on best practices, emerging trends, and stimulus utilization relative to child care access/quality in other states, particularly around topical areas and in geographies with high relevance to Rhode Island and with a particular framing around infrastructure.**
  - Review External Reports
  - Examine information already collected by LISC policy office
  - Interview relevant individuals
- **Examine information that has been collected to date, in RI and beyond to describe family access needs and desires coming out of COVID and utilize this information to make recommendations for how to craft a plan to rebuild a child care system that better aligns to family needs.**
  - Review relevant national surveys and studies
  - Review recent enrollment data and trends
  - Talk with key Rhode Island stakeholders
- **Work collaboratively with consulting architect and LISC staff to analyze space trends that warrant strong consideration for future funding, policy and regulatory adjustments, etc.**
  - Review trends of recent facility improvement grants administered by LISC
  - Review unfunded recommendations from 2019 facility assessment and assess relevance to needs of today.
- **Examine existing information, research emerging trends from other geographies and industries and interview key leaders in order to articulate a plan for innovative changes or resources family child care providers need both to adapt and survive post pandemic –most specifically, identify systems barriers & solutions.**
  - Connect and learn from national organizations and advocates focused on this topic
  - Interview key Rhode Island stakeholders
  - Explore and report on promising trends in housing programs
  - Weave in learnings from exploration of family needs
• Conduct background research and facilitate leadership discussions that yield opportunities for shared visioning, resourcing, planning, etc. for recovery and growth across Region 1 (New England), with particular emphasis given to innovative public-private partnerships and thoughts about collectively framing regional economic recovery connected to child care, particularly as it relates to investment in appropriate infrastructure.
  o Conduct facilitated discussion with Region 1 state leaders
  o Recommend regional infrastructure strategies for maximum impact
  o Explore potential regional partnerships
  o Identify and focus primarily on promising practices emerging in other Region 1 states

• Research and assess ways that developers, business leaders, anchor institutions, elder care facilities, health facilities, municipalities, etc. in other parts of the country are being incentivized to include child care and early learning spaces in non-traditional development and describe policies Rhode Island might implement to seed the same mixed development progress.
  o Review national research, studies and surveys
  o Review relevant existing LISC data and talk to key current grantees
  o Review 2019 assessment focus groups and interviews to raise up key findings

• Explore specific ways that greater business engagement in Rhode Island’s child care system could be achieved by exploring applicable meaningful business engagement in other geographies.
  o Talk with key Rhode Island business leaders
  o Research promising employer-sponsored programs
  o Explore implications of non-traditional care needs
  o Explore emerging office and return to in person work trends

Consultants will also be asked to work with the LISC team on production of final deliverables. Consultants will work with LISC to draft the content of project findings per project activity described above, complete with back-up notes, information, and appropriate references. Consultants will either provide a description of additional graphics and design services needed, or (if desired) carry out design tasks themselves, please provide pricing details if this option is preferred. They may also be asked to provide a skeleton PowerPoint deck or any other content needed to present or publish project findings. Consultants will work with LISC staff to provide interim information and updates to the client throughout the project period.

Consultants will ideally submit bids with fees assigned for each task or deliverable identified in the Scope of Work, above. Fees for each task or deliverable include preparation, research, participation in phone calls and meetings with LISC and other interested parties, edits of drafts if requested by LISC, and other ancillary tasks/work necessary for the completion of the task or deliverable described in the Scope of Work, above. LISC will accept fee ranges with corresponding notes with future negotiation of final terms and contract amount.

For this project, preference will be given to firms or staff who can show evidence of prior work in Rhode Island or similar locales with no restrictions to working in the State of Rhode Island, and ideally with work in assessing the Rhode Island early learning landscape.
**Proposal Content**

Please describe the general capacity of the respondent to conduct *all or just one or more of the items* in the “Project Scope” above. Please include:

1. **Statement of Qualifications:** Please describe each of the following:
   - A description of your practice or firm, including the qualifications of the individual who will serve as the primary contact with LISC - if any portion of services will be sub- contracted, include a description of how those sub-contractors will be selected and an overview of tasks they will be assigned.
   - An overview of the respondent’s specific prior experience in projects that most closely align with the size, scope and complexities of the project at hand
   - An overview of any particular or unique attributes that the firm brings to this assignment, including but not limited to, experience in quantitative and qualitative research, experience administering complex surveys and facilitating focus groups and experience aggregating and summarizing large amounts of information in short periods of time
   - A writing and/or presentation sample from a previously completed project
   - Three references who can comment on the respondent’s qualifications based on previous experience as clients on similar projects

2. **Project Approach and Timeline:** Please describe the approach you would take to the specific *Rhode Island Thought Leadership* project outlined in this RFP, including major project milestones, and estimate the time required to complete the types of tasks outlined. In addition, in consideration of the fact that LISC may choose to utilize the selected consultant for future projects, such as surveying, focus groups, or strategic planning, please expand upon this to include general information about the firm’s approach to projects.

3. **Cost Proposal:** Please provide a detailed cost proposal for the specific *Rhode Island Thought Leadership* project identified above. Please also include details regarding how you bill for service, your expected turnaround for payment, etc. Provide a detailed table with your pricing schedule, including cost per item/activity and an explanation of cost (estimated hours, hourly rate, flat fee, etc.), particularly if you are only proposing to take on some of the items in the scope of work. The fee you quote should take into account and be inclusive of all ancillary charges (phone charges, e.g.). If your fee excludes certain services or charges (including reasonable and necessary out-of-pocket expenses estimated for the scope of work), provide a detailed list of excluded fees with a complete explanation of the nature of those fees. In addition, and in consideration of the fact that LISC may choose to utilize the selected consultant for future projects, such as surveying, focus groups, or strategic planning, please expand upon this to include general information about the firm’s pricing structure.

**Evaluation Criteria**

- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.
- Firm or individual clearly demonstrates an understanding of the work, has relevant experience and presents a logical approach to completing the assignment
- Firm or individual has done prior work with high applicability to this project
- Responsiveness of Proposal to the Specifications set forth in this RFP
- Value/Pricing Structure and Price Levels
- Availability
- Evidence of prior work in Rhode Island or similar locales with no restrictions to working in the State of Rhode Island
- Ability and Willingness to Comply with Funding Source Requirements (set forth in attached Appendix II: Requirements for Compliance with Federal Funding Source)

**Selection Process**
Submissions will be received on a rolling basis through Thursday, September 16, 2021 at 5pm EST. The RFP may also be modified by addendum and/or a replacement RFP. LISC may award contracts to multiple entities, in accordance with program needs. In addition, LISC reserves the right to reject any submission as nonresponsive if compliance with the specifications is not clearly evident; to waive any informality, reject any and all submissions, or accept a submission in whole or in part, if deemed to be in the best interest of LISC.

**Contract for Services and Notification**
Formal scopes of work and project timelines will be negotiated on a project-by-project basis. Additional information may be required.

**Submission Instructions**
Please submit an electronic copy of your response to the “RI Thought Leadership RFP” by Thursday, September 16, 2021 at 5pm EST to Bevin Parker-Cerkez at BParkerCerkez@lisc.org and Cecille de Laurentis at CdeLaurentis@lisc.org.

We are available to meet with potential consultants to discuss the project and desired consultant activities in greater details. For questions, or to schedule a time to connect, please reach out to Cecille de Laurentis at CdeLaurentis@lisc.org.
Appendix II: Requirements for Compliance with Federal Funding Source

All contracts funded with federal funds, including small purchases, shall contain, and each consultant selected for an engagement must be able to comply with, the following provisions as applicable:

1. Contracts in excess of the small purchase threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.

2. All contracts in excess of the small purchase threshold shall contain suitable provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

3. Except as otherwise required by statute, an award that requires the contracting (or subcontracting) for construction or facility improvements shall provide for the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds $100,000. For those contracts or subcontracts exceeding $100,000, the applicable federal agency may accept the bonding policy and requirements of the recipient, provided such federal agency has made a determination that the Federal Government’s interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:
   (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
   (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
   (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.
   (d) Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, “Surety Companies Doing Business with the United States.”

4. All negotiated contracts (except those for less than the small purchase threshold) awarded by recipients shall include a provision to the effect that the recipient, the applicable federal agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.


6. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)—All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

7. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)—When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

8. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)—Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. Rights to Inventions Made Under a Contract or Agreement—Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations
issued by the awarding agency.

9. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).


11. Debarment and Suspension (E.O.s 12549 and 12689)—A contract award with an amount expected to equal or exceed $25,000 and certain other contract awards (see 2 CFR 180.220) shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

12. Subaward Reporting. LISC may be required to report awards of contracts using certain federal funds in the federal government-wide website www.fsrs.gov or its successor system. Starting with awards made October 1, 2010, prime financial assistance awardees (such as LISC) receiving funds directly from a federal agency are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors, where both the initial award is $25,000 or greater or the cumulative award will be $25,000 or greater if funded incrementally as directed by the applicable federal agency in accordance with OMB guidance. If subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) (now the System for Award Management (SAM)) system, the prime recipient (i.e. LISC) is not required to report this information. The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the “Transparency Act” and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. If applicable, LISC would have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients (such as LISC) are required to report certain information pertaining to the consultant and/or the award for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.
13. Small Business Enterprises, Minority-Owned Business Enterprises, and Women-Owned Business Enterprises. LISC is committed to working with Small Business Enterprises (SBEs), Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). LISC encourages submissions from SBEs, MBEs, and WBEs.

14. Intellectual Property. Any reports or other deliverables produced pursuant to a scope of work or contract will be the sole property of LISC (except to the extent rights are reserved by the applicable federal agency).
Appendix III: Request for Qualifications

Project Scope
This Request for Qualifications is intended to identify a pool of experienced professionals with expertise in conducting direct surveys, focus groups and interviewing, as well as in the topic area of child care and early education. Consultants are encouraged to review the following services for which they may be engaged:

• Conduct literature reviews
  o Research and report on best practices, emerging trends, and stimulus utilization relative to child care access/quality in geographies of interest
  o Examine information that has been collected to date, including national surveys and studies as well as data
  o Research and assess ways that developers, business leaders, anchor institutions, elder care facilities, health facilities, municipalities, etc. in other parts of the country are being incentivized to include child care and early learning spaces in non-traditional development
  o Research non-traditional care models or co-location of child care services
• Conduct market research studies
• Conduct interviews and focus groups
  o Interview key leaders and stakeholders in the child care industry in order to create strategic plans and advocacy tools, identify systems barriers and solutions, identify needs, identify opportunities to provide new resources
  o Conduct facilitated discussions with state leaders and other stakeholders including members of the business and economic development communities
• Work collaboratively with consulting architect and LISC staff to analyze space trends that warrant strong consideration for future funding, policy and regulatory adjustments, etc.
• Connect with and learn from national organizations and advocates in the early education field
• Explore regional partnerships and ideas for new partnerships (i.e. with business community, etc.)
• Explore models of innovation in child care facilities and financing
• Draft content for reports and other materials
• Work with design consultants to produce work products

Consultants will also be asked to work with the LISC team on production of final deliverables, where applicable for specific projects. Consultants will work with LISC to draft the content of project findings per the scope of a specific project, complete with back-up notes, information, and appropriate references. Consultants will either provide a description of additional graphics and design services needed, or (if desired) carry out design tasks themselves. They may also be asked to provide a skeleton PowerPoint deck or any other content needed to present or publish project findings. Consultants will also work with LISC staff to provide interim information and updates to clients through the project period.

Consultants will be engaged based on their completion of specified tasks or receipt by LISC of satisfactory deliverables (in each case, to the satisfaction of LISC), as applicable. When asked to submit proposals for a particular project, consultants will ideally submit bids with fees assigned for
each task or deliverable identified in the Scope of Work. Fees for each task or deliverable include preparation, research, participation in phone calls and meetings with LISC and other interested parties, edits of drafts if requested by LISC, and other ancillary tasks/work necessary for the completion of the task or deliverable described in the Scope of Work of a particular project. LISC will accept fee ranges with corresponding notes with future negotiation of final terms and contract amount.

Proposal Content
Please describe the responding agencies ability to complete one or more of the items detailed in the above scope of work. Responses are limited to 3-5 pages of substantive content, directly addressing the criteria outlined below:

1. Statement of Qualifications: Please describe each of the following:
   - A description of your practice or firm, including the qualifications of the individual who will serve as the primary contact with LISC.
   - An overview of the respondent’s specific prior experience in projects that most closely align with the size, scope and complexities of tasks described in the project scope above
   - An overview of any particular or unique attributes that the firm brings to potential projects, including but not limited to, experience in quantitative and qualitative research, experience administering complex surveys and facilitating focus groups and experience aggregating and summarizing large amounts of information in short periods of time
   - A writing and/or presentation sample from a previously completed project
   - Three references who can comment on the respondent’s qualifications based on previous experience as clients on similar projects

2. Project Approach and Timeline: With reference to the project described in Appendix I and scope detailed above, provide a general description about the firm’s approach to projects.

3. Cost Information: Please provide general information around your pricing structure. Information may include: details regarding how you bill for service, your expected turnaround for payment, hourly rate and description of fees (if your fee excludes certain services or charges).

Evaluation Criteria
Responses will be evaluated upon experience, expertise in specific topic areas, location, availability, and references –as detailed here. Information about individuals or firms selected under this RFQ may be shared with the Federal Awarding Agency for their approval if applicable. Once approved, entities will be pre-qualified for consideration of an award when a specific project or need is identified. LISC may reach out to responsive prequalified consultants for additional information, including pricing, if/when a specific project/need has been identified.

- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.
- Firm or individual has relevant experience and presents a logical approach to completing projects
- Firm or individual has done prior work with high applicability to potential projects or this field
- Availability
• Ability and Willingness to Comply with Funding Source Requirements (set forth in attached Appendix II “Requirements for Compliance with Federal Funding Source”)

Selection Process
Submissions will be received on a rolling basis through Friday, October 15, 2021 at 5pm EST. The RFQ may also be modified by addendum and/or a replacement RFQ. LISC may award contracts to multiple entities, in accordance with program needs. In addition, LISC reserves the right to reject any submission as nonresponsive if compliance with the specifications is not clearly evident; to waive any informality, reject any and all submissions, or accept a submission in whole or in part, if deemed to be in the best interest of LISC.

When a specific task or project is identified, LISC will contact pre-approved individuals and firms, and will request cost or price proposals. Responding to this solicitation does not constitute a guarantee that the responder will be engaged to perform work; it simply means that the individual or firm is pre-qualified and may be asked to submit a cost or price proposal when a specific task or project pertinent to the responder’s qualifications is available.

Contract for Services and Notification
Formal scopes of work and project timelines will be negotiated on a project-by-project basis. Additional information may be required.

Submission Instructions
Please submit an electronic copy of your response to the above RFQ by Friday, October 15, 2021 at 5pm EST to Bevin Parker-Cerkez at BParkerCerkez@lisc.org and Cecille de Laurentis at CdeLaurentis@lisc.org.

For questions, or to schedule a time to connect, please reach out to Cecille de Laurentis at CdeLaurentis@lisc.org.