

REQUEST FOR QUALIFICATIONS FOR CONTRACTED SERVICES FUNDED THROUGH AN AWARD OF EDA EQUITY IMPACT INVESTMENTS (EII) PROGRAM FUNDS

Description of Project

The U.S. Economic Development Administration (EDA) awarded the New Growth Innovation Network (NGIN) and its partners funding through the Equity Impact Investment (EII) Program. This three-year program supports partnerships among Community Based Organizations (CBOs) and Economic Development Organizations (EDOs) in 24 localities, split into two cohorts. Each cohort will participate in Phase 1, a 5-module course to educate CBOs and EDOs (held separately), then Phase 2, a year-long engagement providing location-based technical assistance.

Description of Services Required

This Request for Qualifications (RFQ) is a collaborative effort involving the International Economic Development Council (IEDC), Local Initiatives Support Corporation (LISC), and NGIN to recruit consultants. It seeks consultants to supplement the Equity Impact Investment partners' existing staff capacity to deliver TA. Each partner will undertake an independent evaluation of all submissions, exercising sole discretion in the selection of consultants and the management of contract execution. Submissions will be considered in response to this RFQ as they are received and through the Equity Impact Investment funds award end date or until available funds are committed, whichever comes sooner. Funded contracts will be awarded and work conducted in accordance with all applicable Economic Development Administration's regulations and requirements and all other applicable federal laws and regulations. Each participating Equity Impact Investments program partner organization shall designate one or more members of staff to serve as point of contact for each contract awarded under this RFQ and to monitor delivery of services pursuant to funded contracts. Each funded contract's scope of work (SOW) may include the delivery of direct TA, on-call (remote) TA, workshops and trainings, and the development of web-based materials, written products and training courses, among other services to be determined in the contract's SOW.

Small Business Enterprises (SBEs), Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs)

The Equity Impact Investment partners are committed to working with SBEs, MBEs, and WBEs, and encourages proposals from SBEs, MBEs, and WBEs.

Type of Contract

Per federal procurement regulations, all consultants selected under this RFQ will be engaged in a "time-expense" contract, based on an hourly rate up to a maximum of hours of billable services, and any related documented expenses as are expressly set forth in the contract. RFQ responses must include an hourly rate that is consistent with the rate the consultant charges for similar non-federally funded work.

Evaluation and Selection Criteria

Submissions of qualifications are based upon qualification and credentials, licensing (where required) experience, expertise, rate, location, availability and references. Information about consultants selected under this RFQ is shared with EDA for their approval. Once approved, consultants will be qualified to perform work under the Equity Impact Investment award. Qualified consultants shall be selected for Technical Assistance (TA) assignments based on their relevant qualifications as described in the attached RFQ form.

Directions for Submission

Please submit the attached RFQ form along with résumés or biographical descriptions of all consultants who will be providing TA under this contract by e-mail to equity@newgrowth.org. We anticipate the commencement of work in July 2024. This RFQ process operates on a rolling basis and NGIN reserves the right to close without prior notification. Timely submissions are encouraged to ensure consideration.

REQUEST FOR QUALIFICATIONS FORM

Company Name:	
Primary Contact:	
Phone Number:	
Mailing Address:	
E-Mail Address:	

Please list the names of the consultants proposed to deliver technical assistance Please add rows as needed.

Name of Consultant or Contractor
#1
#2
#3

PREVIOUS EXPERIENCE WORKING WITH EQUITY IMPACT INVESTMENT PARTNERS:

If consultants have previously worked with NGIN, LISC, IEDC, or CDAC please indicate which programs they have worked with, the type of engagement and the year of the engagement.

Please indicate if you or any of your proposed consultants or contractors currently are or have ever been suspended, debarred or excluded in any way from federally funded programs.

Yes- Explain in detail:

No-

Please indicate if, to your knowledge, any employee, officer, or agent of NGIN or any of LISC or IEDC has a real or apparent conflict of interest in the selection, award, or administration of a contract if it were awarded to your organization or any of your proposed consultants or contractors.

Yes Explain in detail:

No-

Please list the names of the consultants proposed to deliver technical assistance and their rates. Please add rows as needed.

Name of Consultant or Contractor	Hourly Rate
#1	
#2	
#3	

Please indicate (e.g. Yes, No) if you consider your company as one of the following:

Small Business Enterprises (SBEs)	
Minority-Owned Business Enterprises (MBEs)	
Women-Owned Business Enterprises (WBEs)	

Consultant #1

Types of clients served:	
Total years of experience delivering direct TA, workshops and trainings:	
Description of experience delivering direct TA, workshops and trainings:	
Description of results achieved from engagements described above:	
Description of experience developing web-based materials, written products and training courses:	

Consultant #2

Types of clients served:	
Total years of experience delivering direct TA, workshops and trainings:	
Description of experience delivering direct TA, workshops and trainings:	

Description of results achieved from engagements described above:	
Description of experience developing web-based materials, written products and training courses:	

Consultant #3

Types of clients served:	
Total years of experience delivering direct TA, workshops and trainings:	
Description of experience delivering direct TA, workshops and trainings:	
Description of results achieved from engagements described above:	
Description of experience developing web-based materials, written products and training courses:	

SKILL AREAS:

Please indicate the number of years of experience the consultants have with respect to the following elements:

	Consultant #1	Consultant #2	Consultant #3
Federal and State Funding			
Needs technical assistance in structuring a database for grant opportunities			
Support in revolving loan funds			
Expertise with rural lending/capital access			
Housing Analysis			
Development Frameworks			
Revitalizing Declining Malls			
Job Training			
Affordable Housing and Homelessness			
Capital and Capacity Needs of Diverse Businesses			
Specialized Technical Assistance in Financial, Legal, and Accounting Areas			
Transformative Housing Redevelopment			
Small Business Resources			

Please indicate the number of years of experience the consultants have with the following cross-cutting topics and specialized skillsets:

	Consultant #1	Consultant #2	Consultant #3
Community Engagement			
Facilitation			
Federal Policy Research			
Development frameworks			
Commercial corridor revitalization			
Organization strategic planning			
Best practices in implementation: pilots and scaling			
Shared funding mechanisms			
Food systems planning			
Public housing food systems projects			
Entrepreneurship support services			
Increasing /Community Engagement/Decreasing community apathy			
Repurposing an Adjudicated Building			
Home-Based Business Scaling			
Business Corridor Development			

Creation of a Welcome Center for Incoming Immigrant Community			
Framework for Equitable Development			
Revisiting Community Quality of Life Plan			
Streetscapes/Facades			
Revitalizing a Community-Focused Outdoor Gathering Space			
Addressing Food Insecurity			
Increasing Homeownership			
Promoting Financial Literacy			
Community Land Trust			
Trust and Policy Making			
Trust-Building in the Community			
Multi-Organizational District-Wide Plan			
Community Engagement in Community Plans			
Policy Advocacy and Reform for Inclusive Economies			
Community Empowerment Hubs for Organizing and Engagement			
Holistic Economic Development Programs			
Equity Index			

SERVICE AREAS:

Please indicate which geographic areas consultants would be willing to serve. Please specify if consultants are willing to work anywhere in the country or in specific regions only, and if so, which regions.

AVAILABILITY:

Please indicate whether consultants are available for long-term on-site assignments, as opposed to shorter-term commuting engagements. Please indicate if there are significant periods of time when consultants will not be available to perform work under this contract.

--

REFERENCES:

Please provide three references.

Name of Reference	Phone Number and E-mail Address of Reference