



## REGIONAL LEADS FOR VERIZON DIGITAL READY REQUEST FOR QUALIFICATIONS

### Description of Project

The National Economic Development team is seeking four individuals to serve as Regional Leads (East, West, South, and Midwest). Regional leads are dedicated representatives who will implement, leverage, and execute the local partnership integration of Verizon Small Business Digital Ready program in their relevant region. This is a contractor position. These positions will work under the guidance of the Senior Program Officer to lead a cross country initiative to support the integration of [Verizon Small Business Digital Ready](#). This program was created for small business owners by small business owners. The program is simple to use, with short courses on marketing, finance, efficiency and more. LISC works on this program in partnership with Verizon to help in the grassroots implementation of this product as a long-term strategy to get to 1 million users by 2030.

### Description of Services Required

This Request for Qualifications (RFQ) seeks consultants to deliver technical assistance, manage local partners and stakeholders, and activate ecosystems in their relevant region under the Verizon Small Business Digital Ready Program. LISC considers submissions of qualifications in response to this RFQ as they are received. Funds will be awarded, and work conducted in accordance with all applicable program requirements. All services are provided under the supervision of LISC staff. Services may include the delivery of direct TA, managing and onboarding partners, on the ground event coordination, and more. The Regional Lead will provide the following services and deliverables during the 12-month timeframe:

- Overseeing partnerships with 10 to 15 BDOs across specified region, supporting project scoping, providing technical assistance, and ensuring program goals are met.
- Providing tailored technical assistance and training to program partners to improve program rollout and implementation to support organizational capacity, support the development of program integration, events, and marketing outreach.
- Monthly meetings and check-ins with program partners
- Serve as point of contact for program partners, LISC Local Offices, and other program affiliates.
- Onboard at least 75 businesses per market onto platform (100 minimum per market for west coast), this is in addition to overseeing partner goals.
- Creating new opportunities for historically under-served businesses by partnering with the right mix of BDOs in each market. We want to ensure we leverage BDOs with a larger reach as well as BDOs providing technical support and capacity to reach hard to reach businesses.
- Lead and coordinate on the ground activation of VSBDR Program
  - Leads will support national events and leverage staff to represent VSBDR in local events requested by SGA and VBG reps and share partner events in a streamlined way so they can attend those events. LISC will participate in regional and national events.
  - Regional Leads will identify four events per market for VSBDR appearance.
  - Produce and coordinate quarterly regional calendars to submit to funders – includes partner, SGA, etc. events.
- Monthly/Bi-Monthly narrative/quantitative report identifying themes and areas of opportunity and challenges for the current partners with final narrative with lessons learned or recommendations for future program iterations due before final payment.

- Provide logistical and programmatic support for training workshops, meetings, convenings, conference and tours including but not limited to guest speaker coordination, presentation preparation, note taking, meeting management.
- The Regional lead will assist partners in the following areas: clarification of goals, identification of obstacles to success, strategies to mitigate obstacles, tracking toward achievement of goals, plan to build skills, provide resources for success.
- Leverage existing repository of tools and resources available to support each partner.

The ideal consultant has experience supporting corporate partnerships, coordinating with local partners and organizations, and ability to travel through named region to support on the ground events and activities to support acquisition and identify the right opportunities to meet program goals.

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

LISC is committed to working with SBEs, MBEs, and WBEs, and encourages proposals from SBEs, MBEs, and WBEs.

### **Funding and Implementation Timeframe**

January 15, 2024, to December 31, 2024

Local Markets for 2024 program implementation include:

- East: Boston, NYC, Philadelphia, Washington DC
- Midwest: Chicago, Cleveland, Detroit, Indianapolis
- South: Atlanta, Dallas, Houston, Miami
- West: LA, San Francisco, Phoenix

### **Type of Contract**

LISC will enter into a “deliverables-based” contract with the consultant, meaning that consultant will be paid a flat fee upon satisfactory completion of each deliverable. Consultant may invoice LISC upon completion of each deliverable, or if preferable, invoice LISC for all deliverables at once at the end of the contract. LISC has not set a minimum or maximum amount for consultant bids in this RFP. The consultant has discretion to propose their fee for each task in the scope of work, keeping in mind that fees must be reasonable relative to the services performed, and that LISC is a nonprofit organization with the obligation to be a responsible steward of its federal and private grant fund

### **Travel**

We will reimburse for required travel, for airfare and hotel stay or food during those out-of-town meetings. Economy trip; no luxury grade hotel accommodation. Travel Meals are eligible for reimbursement up to \$80 per day of travel; provided, that Travel Meals are eligible for reimbursement up to \$100 per day of travel to one of the following cities: New York City, Los Angeles, San Francisco, Chicago, or Washington, D.C (in each case, the “Applicable Reimbursable Amount”). The limit is a maximum reimbursable limit. Expenses must have itemized receipts and must be reasonable within the locality where the trip occurs



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**Evaluation and Selection Criteria**

LISC will evaluate submissions of qualifications based upon experience, expertise, rate, location, availability, and references. LISC shall enter contracts only with responsible contractors who possess the ability to perform the tasks outlined in this RFP within the maximum allotted budget.

This consultant must also be a solution-oriented individual who is self-directed, and able to successfully balance multiple priorities, must be able and willing to dedicate at least 30 hours a week, and must be able to travel up to 40% of the time. LISC will select an applicant that demonstrates experience successfully completing similar projects and that clearly shows how the applicant will meet the tasks and goals outlined above. LISC will select the consultant that best reflects the priorities of the Verizon Small Business Digital Ready program and is best suited to the needs of the program. Qualified consultants are selected for Regional Lead assignments based on their relevant qualifications as described in the attached RFQ form. Applicants must be able to begin performing Regional Lead responsibilities February 2024.

**Directions for Submission**

Please submit the attached RFQ form along with résumés or biographical descriptions of all consultants who will be providing services under this contract by e-mail to Destiny Allen Mitchell, Senior Program Officer, at [dallen@lisc.org](mailto:dallen@lisc.org). This RFQ closes 1/26/2024.

<b>Name:</b>	
<b>Primary Contact:</b>	
<b>Phone Number:</b>	
<b>Mailing Address:</b>	
<b>E-Mail Address:</b>	

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

<b>Small Business Enterprises (SBEs)</b>	
<b>Minority-Owned Business Enterprises (MBEs)</b>	
<b>Women-Owned Business Enterprises (WBEs)</b>	

**Consultant Skills Summary**

<b>Types of clients served:</b>	
<b>Total years of experience delivering direct TA, workshops, and trainings:</b>	
<b>Description of experience delivering direct TA:</b>	
<b>Program and event promotion and support:</b>	

<b>Description of results achieved from engagements described above:</b>	
<b>Description of experience developing strategic plans and running programs:</b>	
<b>Experience with or knowledge of Verizon Small Business Digital Ready</b>	

**SERVICE AREAS:**

Please indicate which geographic areas consultants would be willing to serve. Please specify if the consultant is based in East, West, South, and Midwest as well as the state and city.

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**AVAILABILITY:**

Please indicate whether a consultant is available for the 2024 calendar year 30 to 40 hours a week. Please indicate if there are significant periods of time when consultants will not be available to perform work under this contract.

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**REFERENCES:**

Please provide three references.

<b>Name of Reference</b>	<b>Organization / Title</b>	<b>E-mail Address</b>	<b>Phone Number</b>

**PREVIOUS EXPERIENCE WORKING WITH LISC:**

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

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