REQUEST FOR PROPOSAL FROM SMALL BUSINESS TRAINING CONSULTANTS
LISC Small Business Training & Consulting

Background
The Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC mobilizes corporate, government and philanthropic support to provide local community development organizations with, in part, grants and technical and management assistance. Please see www.lisc.org for more information.

This Request for Proposal (RFP) is part of LISC's capacity building initiative. The funding is made available through the Section 4 program administered by the U.S. Department of Housing and Urban Development (HUD). Through this program, LISC uses HUD funding to build the capacity of local community development corporations (CDCs) and community housing development organizations (CHDOs) to implement place-based, comprehensive strategies that will benefit low income communities.

LISC has worked for many years along commercial corridors in its targeted neighborhoods in San Diego. This work has included direct work with our neighborhood CDCs, Business Improvement Districts, Business Associations, and business owners themselves along the corridors.

This RFP is to provide one-on-one service to businesses in City Heights, Greater Logan Heights, and possibly other identified low-to-moderate income neighborhoods in San Diego. This service is be coordinated with the local business organizations and CDCs. In addition, the selected group should provide 2-3 general workshops for businesses in the selected neighborhoods.

Project Scope of Work

LISC is requesting a proposal to:

1) Provide a consulting team, the majority of which would be bilingual (English and Spanish), to provide one-on-one technical assistance for selected businesses in key areas including: marketing, business plan development, financial reporting, accounting, customer service, and market analysis. The project must be completed by November 30, 2015. At least 10 businesses must be assisted. Total consulting time should be 400-450 hours from September to November, 2015.

2) Conduct 2-3 90 minute workshops for business owners in the targeted neighborhoods. The workshops will provide the opportunity for business owners to determine other key areas they need to focus on to grow their business.

Proposal Guidelines and Requirements
Please provide a fee proposal to accomplish the scope outlined above. The fee you quote should take into account and be inclusive of all ancillary charges (phone charges, etc.) If your

fee excludes certain services or charges (including reasonable and necessary out-of-pocket expenses estimated for the scope of work), you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. The quote should not exceed $15,000.00. Please limit your response to no more than 2-3 pages.

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. Consultants must submit bids with fees assigned for each 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 (CDC, funder, other stakeholders identified by LISC), 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.

Both nonprofit and for-profit entities are eligible to apply.

Reporting

Consultants will also prepare a final report upon the completion of each deliverable. The report will include participant attendance at each of the workshops and a description of services provided to the targeted 10-12 businesses. Final reports must be submitted no more than 10 business days after the completion of the engagement. Templates will be provided for these purposes.

Evaluation Criteria

- Proposal presentation – the information is presented in a clear, logical manner and is well organized.
- Responsiveness of the proposal to the specifications set forth in this RFP
- Previous experience
- Value/pricing structure and price levels
- Availability
- Ability and willingness to comply with funding source requirements (set forth in "Additional Considerations" below)

Contact information and deadline for submissions

Please submit all information requested above to Kwofi Reed, LISC Program Officer, kreed@lisc.org. Submissions are due Wednesday, August 26, 2015 to kreed@lisc.org. Questions about this RFP should only be directed to the contact name identified above.

Additional Considerations

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.

5. Equal Employment Opportunity—All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

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 11⁄2 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).

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

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).