**Request for Qualifications**

**American Rescue Plan Nonprofit Partnership Program**

**ScaleUp Success Accelerator Program Facilitator for Dallas County Small Businesses**

*Intent*

The National Development Council (NDC) is requesting proposals from qualified organizations to partner with NDC as a subaward recipient to deliver the ScaleUp Success Accelerator Program for small businesses operating in Dallas County. NDC will serve as the ScaleUp Success Accelerator Program Administrator (“Program Administrator) and the qualified organization will serve as the ScaleUp Success Accelerator Program Facilitator (“Program Facilitator”).

*Background*

NDC is the nation’s oldest and most innovative non-profit community development organization, a CDFI and training/technical assistance provider in the areas of affordable housing and economic development to nonprofit and public sector entities. NDC’s mission is to direct capital to support the development and preservation of affordable housing, create jobs through small business lending, advance livable communities with social infrastructure investment, and build capacity with hands-on technical assistance to local governments. Throughout the pandemic, NDC has served as third party administrator and efficiently deployed over $632 million in disaster recovery programs across the U.S. NDC has been an innovator in designing and developing programs, a builder of practitioner cohorts across widely scattered geographies, a national leader in providing capital to economically underserved communities, a collaborator providing development expertise, financial assistance, technical advisory services, and provider of best in class training as a part of a comprehensive community development service delivery model. In late 2022, NDC was awarded funding from Dallas County, Texas to deliver the ScaleUp Success Accelerator Program.

The ScaleUp Success Accelerator Program is funded by the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Funds under CFDA No. 21.027 ("ARPA Funds"). As such, the selected Program Facilitator shall comply with the Award Terms provided in Attachment A, the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule ("Interim Final Rule"), the Coronavirus State and Local Fiscal Recovery Funds Final Rule (“Final Rule"), and the Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds ("Compliance & Reporting Guidelines"), all linked below:

Interim Final Rule: <https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

Final Rule: <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>

Compliance & Reporting Guidelines: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

The **ScaleUp Success Accelerator Program** will combine grant funding and targeted technical assistance to assist in the immediate recovery and long-term resiliency of Dallas County’s disproportionately-impacted households and small business community. The program will make targeted investments in low-income entrepreneurs who are currently unemployed or underemployed and to small businesses operating in qualified census tracts. Technical assistance will be provided in phases and grant funds will be provided to participants who meet program benchmarks.

*Program Overview and Scope of Services*

The program structure of the ScaleUp Success Accelerator falls under the three over-arching goals – Education & Training – Access – Advocacy – with the objectives being to provide services that assist the small businesses in becoming:

* Contract ready
* Bankable (access to capital)
* Bondable (if applicable)
* Competitive through traditional methods and through the use of technology and digital marketing

The services will be provided in three stages

1. Inquire

2. Invest

3. Impact

**Inquire**

***Nature of the Work***: Prior to entrepreneurs beginning the Inquiry stage, the ScaleUp Success Accelerator Program Facilitator will design the program curriculum and outreach plan. The outreach plan will be implemented in order to identify potential entrepreneurs to participate in one of up to three cohorts provided annually, with up to 30 participants in each cohort:

1. A cohort for English speakers,

2. A cohort for Spanish speakers, and

3. A collaborative cohort of participants referred by local business support organizations.

During the Inquiry stage, the Program Facilitator will provide program orientation and up to four (4) hours of foundational training that helps participants draft a business vision. Upon completion of the Inquiry stage, the Program Facilitator will identify up to three cohorts of entrepreneurs who will be invited to participate in the ScaleUp Success Accelerator Program. The ScaleUp Success Accelerator Program will accept up to 30 entrepreneurs in each cohort.

***Program Facilitator Deliverables:***

1. Design program curriculum and participant outreach plan and submit to Program Administrator for review and approval.
2. Provide four (4) hours of foundational training, including guiding participants to draft of three-year business vision.
3. Guide participants in drafting a SWOT analysis to identify strengths, weakness, opportunities and threats.
4. Provide training and assistance in applying for small business certifications.
5. Identify entrepreneurs who will participate in accelerator cohort.
6. Provide foundational training to entrepreneurs who need more support to become accelerator ready.

**Invest**

***Nature of the Work:*** During the Invest stage, the Program Facilitator will facilitate 8 business clinics of intensive training offered biweekly and provide one-on-one and group technical assistance.

***Program Facilitator Deliverables***:

1. For each of the 3 cohorts, facilitate eight (8) Business Clinics that meet for four (4) hours on a biweekly basis. (Total of 32 hours of training per cohort). Topics will include: financial management, strategic planning, managing operations, and financial management.
2. For each of the 3 cohorts, provide bi-weekly one-on-one and group technical assistance to members of the cohort to ensure that cohort members understand the Business Clinic curriculum and successfully develop a management support plan.
3. Secure faculty to serve as instructors for the Business Clinics.
4. Recruit successful entrepreneurs to share lessons learned of running a business.
5. Provide information regarding business support and training provided by local organizations.

**Impact**

***Nature of the Work:*** The work that will be undertaken in the Impact stage is designed to continue support and assistance to the entrepreneurs through ongoing technical assistance and ongoing management support which will lead to real end-game impact – growth in revenues, job creation and asset building for the entrepreneurs.

***Program Facilitator Deliverables:***

1. Facilitate at least one matchmaking event for each cohort where entrepreneurs are introduced to local procurement representatives and representatives of financial institutions.
2. Continue to provide one-on-one technical assistance and business advising to entrepreneurs until the end of the program.
3. Secure qualified vendors who can provide digital marketing, website creation, and social media engagement services to members of the cohort.

This program is anticipated to deploy on March 1, 2023 and be completed on December 31, 2024.

*Budget*

NDC has set aside $1,364,886 as a subaward to a qualified organization(s) for the project term, which begins upon subaward and is anticipated to end December 31, 2024. Eligible costs for the program budget include personnel costs, fringe benefits, travel, equipment, supplies, contractual services, and indirect costs.

Additionally, $470,000 of the total program budget has been reserved for participant grant funding.

*Qualifications*

NDC is seeking proposals from reputable community organizations with:

1. Prior experience in administering the SBA’s former ScaleUp America Program or a similar program.
2. Prior experience facilitating Kauffman Foundation courses, such as the FastTrac™ program, as a certified instructor.
3. Ability to facilitate business clinics and provide one-on-one technical assistance in Spanish.
4. A comprehensive understanding of the economic impacts of COVID-19 to small businesses.
5. The ability to assess small businesses to determine sustainability and future success, including stabilization needs, if any, and viable expansion goals.
6. Experience with developing and deploying training and networking programs.
7. An established local presence in Dallas County, including physical office space in Dallas County.

NDC intends to select one (1) qualified organization to serve as the Program Facilitator.

*Solicitation Timeline*

Solicitation Issuance Date: Thursday, January 26, 2023

Written Questions Deadline Date: Thursday, February 2, 2023, at 5pm (CST)

Proposal Submission Deadline: Thursday, February 9, at 5pm (CST)

Submit written questions via email to Laura Salinas, Director, Operations Support at [lsalinas@ncdonline.org](mailto:lsalinas@ncdonline.org).

*Proposal Requirements*

Proposals should be no longer than eight (8) double-spaced pages written in 12-point font, excluding bios, resumes and disclosures.

Proposals should include the following:

1. COVER PAGE with firm information to include:
   1. Legal Name and DBA (if applicable)
   2. Physical Address
   3. Mailing Address
   4. Phone Number
   5. Website
   6. Year Established
   7. Employer Identification Number
   8. Unique Entity Identifier – <https://sam.gov/content/entity-registration>
   9. Mission Statement
   10. Contract information for authorized contract signer
   11. Proposal Contact Information
2. EXECUTIVE SUMMARY with a concise statement of the Respondent’s understanding of the RFQ and how the organization is best suited to deploy the ScaleUp Success Accelerator Program.
3. QUALIFICATIONS AND EXPERIENCE should include the following:
   1. Describe background and related experience in demonstrating ability to provide required services to facilitate the ScaleUp Success Accelerator Program. Indicate if expansion of your organization is required to provide the proposed services.
   2. List and describe at least one successfully completed similar project.
   3. Provide Project Team chart with names and the qualifications and experience of staff who will be assigned to this project. Please attach bios and resumes of project team members as Exhibit A.
   4. Provide three professional references who can attest to and have knowledge of your organization’s work. For each reference, the Respondent should provide the entity name, contact person, title, telephone number, email address, and a brief description of your engagement with the reference.
   5. If you anticipate engaging another vendor/organization to assist with any portion of the project, please explain their role in detail.
4. PROGRAM BUDGET should be completed in the excel spreadsheet provided as part of this solicitation. The excel spreadsheet template may not be modified, but a notes section has been included for any comments that may need to be provided. Once completed, this spreadsheet should be provided (in Excel) with the Respondent’s proposal as Exhibit B.

*Conflict of Interest*

Respondent shall disclose as Exhibit C any conflict of interest under this solicitation. A conflict of interest occurs when an individual's personal interests (family, friendships, financial, or social factors) compromise the impartiality of a procurement process and create an unfair competitive advantage.

Respondent represents that it:

1. Is not related to by blood or marriage any NDC Board Member or employee;
2. Has not provided a gift or payoff to an NDC Board Member or employee or their relative or business entity;
3. Has not retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee;
4. Has not knowingly influenced an NDC Board Member or employee.

Failure to disclose a conflict of interest or for violation of these provisions, NDC shall have the right to terminate this solicitation and any future contract negotiations.

*Submission Requirements*

Respondent shall submit a complete proposal electronically (via email) in one Adobe PDF file. Proposals should be no longer than 8 double-spaced pages written in 12-point font, excluding bios, resumes and disclosures. Proposals should include concise responses to the specifications outlined in “Proposal Requirements” and should be organized/bookmarked as outlined below:

1. Cover Page
2. Executive Summary
3. Qualifications and Experience
4. Exhibit A – Bios and Resumes
5. Exhibit B – Program Budget Spreadsheet (in MS Excel)
6. Exhibit C – Conflict of Interest Disclosure (if applicable)

Proposals must be emailed to [lsalinas@ndconline.org](mailto:lsalinas@ndconline.org) by the proposal submission deadline at 5pm (CST) on Thursday, February 9, 2023.

*Proposal Contact*

Laura Salinas

Operations Support Director

E-mail: [lsalinas@ndconline.org](mailto:lsalinas@ndconline.org)