



Formerly NDC | Partners in Community Development

Request for Qualifications Professional Services Consultant(s)

Introduction:

Grow America is the oldest national non-profit community and economic development organization in the United States. It was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. We provide expert advisory services to government and non-profit clients to solve the most challenging issues facing communities today and provide access to loan capital for small businesses and affordable housing. For additional information about Grow America, please visit <http://www.growamerica.org/>

Opportunity:

Grow America's core services include technical assistance and capacity-building, to local governments and non-profit corporations. Grow America seeks Professional Services Consultant(s) (Consultant(s)) via this Request for Qualifications (RFQ) to provide services to the technical advisory division. **Consultant will provide direct business counseling to participating microenterprises composed of 5 full time employees (FTEs) or less (MicroBiz Program). Business counseling types are those listed under Consultant Service types.** Consultants should preferably be located in the Pacific Standard Time Zone as they will initially provide support services to micro-enterprise businesses located in Garden Grove, CA.

The ideal Consultants will have a strong background in community development and will play a critical role in supporting our efforts to improve the small businesses' growth in the community.

Consultant Service Types:

- Website Development & Technology
- Business Management Training (i.e. accounting, budgeting, financial management)
- Mentoring & Networking (i.e. business planning, self-esteem building)
- Leasing & Real Estate (i.e. agents, underwriting, compliance)
- Marketing & Sales

Minimum Consultant Requirements:

- Consultant has a bachelor's degree, or license in respective field. Master's degree preferred, if applicable.
 - Provide Consultant Name, Address, Contact details, and copy of degree or license.
- Consultant has 2+ years of recent practical experience in respective field.
 - Provide detailed services offered and experience, including a list of projects, work performed, and year completed.



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- Consultant has excellent communication skills with small businesses, the public and diverse stakeholder groups and individuals.
 - Provide 3 references.
- Consultant to provide its proposed hourly rate.
- Consultant will have the ability to establish and maintain effective working relationships with professional colleagues, municipal clients, public officials, and representatives from private and public organizations.

Performance Timeline:

RFP Release Date: January 31, 2025

Proposal Submission Deadline: open through April 30, 2025

Consultant(s) Selection: beginning February 14, 2025

Project Start: February 17, 2025

Project Completion: June 1, 2025

Interested Consultant(s) may respond to this RFQ at Contractors@growamerica.org beginning **Monday, February 3, 2025, through Wednesday, April 30, 2025.**

Regards,

Technical Advisory
Grow America