

**Request for Qualifications for
Professional and/or Consulting Services related to the
Oklahoma City Small Business Continuity Program**



RFQ Date of Release: September 8, 2021

The Alliance for Economic Development

105 N. Hudson Street, Ste. 101, Oklahoma City, OK 73102

Proposal Responses will be accepted on a rolling basis beginning immediately upon release of this RFQ

NO NEED TO RESUBMIT for those whom have previously responded to the Alliance's RFQ for OKC SBCP- This is for NEW Consultant's whom have not worked with the Alliance before.

Responses and/or questions may be submitted via email at
Leana.Dozier@theallianceokc.org or Elizabeth.larios@theallianceokc.org

I. PURPOSE OF THE RFQ

Due to COVID-19 and its effects on our economic landscape, local businesses have been facing significant impacts which threaten the overall quality-of-place investment our community has made for many years. The Alliance for Economic Development of Oklahoma City (The Alliance) and the Greater Oklahoma City Chamber are working with the City of Oklahoma City to provide tools to assist small businesses affected by the pandemic through the Oklahoma City Small Business Continuity Program.

II. CONSULTANT SERVICES DESIRED

One element of this program is the Small Business Technical Assistance Program which provides qualified small businesses with the services of local subject-matter experts from a pre-qualified pool for technical assistance services including but not limited to the following:

- Assisting businesses in establishing sound accounting and bookkeeping practices, maintenance of financial records, or tax preparation to set them up for future success. (Note: this does not include paying a client's back taxes)
- Marketing and website development, and creation of marketing assets to help business owners promote their products and tell their story.
- Legal assistance, managing compliance, creation of relevant agreements and contracts, or help with HR and employment best practices.
- Strategy and operations consulting to increase profitability and improve business efficiency.

It is our intent to select a pool of qualified professionals to provide this technical assistance based on the needs of the individual businesses needing assistance. Individual consulting assignments may be limited in scope in order to provide assistance to as many small businesses as possible. For each assignment, consultants will enter into an agreement with the Alliance to provide an approved scope of services and will be paid directly by the Alliance. Consultants/firms responding to this RFQ may propose to provide one or more of the services listed above and/or other related services.

III. RFQ SUBMITTAL REQUIREMENTS

1. **Statement of Professional Credentials and Qualifications** - List all professional services you feel you or your firm are qualified to perform. Include a list of all professionals in your firm, their qualifications and copies of professional licenses, as applicable.
2. **Website** – Provide a link to your website. If you do not have a web presence, we will not be able to include you in our roster of approved consultants.
3. **Elevator Pitch** – Provide us with three sentences about the type of work you do and what you help your clients achieve. This, along with the website, will be presented to potential clients to help them determine who to work with.
4. **Representative Work** - Present a summary and/or examples of at least three (3) projects completed by the team that are relevant to your expertise.
5. **Fees** - Present a fee schedule for services proposed. Discuss how hourly meetings and reimbursables will be billed.
6. **Evidence of Professional and Business Licenses and Insurances** for Professional Liability (sometimes called Errors & Omissions), Workers Compensation, and General Liability, and Auto.

7. **Supplier Diversity Certifications (if applicable)** – Documentation from the State of Oklahoma if your company is an MBE or WBE.
8. **W9 form** - Please provide a completed W9 form.

IV. REVIEW OF RFQ SUBMISSIONS: CRITERIA AND TIMELINE

After receipt of proposals, the submissions will be reviewed for completeness by The Alliance staff and partners. The next phase of the selection process will consist of review and evaluation of the proposals based upon, but not limited to, the following criteria:

- Review of consultant and/or team qualifications and their demonstrated expertise in completing assignments similar to the needs of the program
- Ability to provide insurance coverages requested
- Results of business background check
- Prior experience
- Competitiveness of proposed fee schedule
- Completeness of the RFQ submission

V. TIMELINE FOR REVIEW

RFQ Release September 3, 2021

Proposal responses will be accepted on a rolling basis beginning immediately upon release of this RFQ

VI. RIGHT TO REJECT

The Alliance reserves the unconditional right, at their sole discretion, to reject any or all proposals submitted for any reason or no reason. They may, at their discretion, waive any informalities, minor defects, or technical inaccuracies in the proposals. They reserve the right to request and obtain any additional information necessary to complete evaluation of the proposals.

Responses may be submitted via email at leana.dozier@theallianceokc.org.