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1 Header Information

1.1 General Information

Title	BACP - Neighborhood Business Development Centers (NBDC) Program		
Description	BACP - Neighborhood Business Development Centers (NBDC) Program		
Preview Date	08-OCT-2024 14:39:58	Open Date	08-OCT-2024 14:39:58
Close Date	12:00 PM Central Time, 28-OCT-2024	Award Date	Not Specified
Time Zone	Central Time	Buyer	PHILLIPS, MAURICE
Quote Style	Blind	Email	
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	070-2005 BUS AFFAIRS AND CONSUMER PROT 121 N. LaSalle St. Rm. 805 Chicago, IL 60602 United States	Bill-To Address	070-2005 BUS AFFAIRS AND CONSUMER PROT 121 N. LaSalle St. Rm. 805 Chicago, IL 60602 United States
Payment Terms	IMMEDIATE	Carrier	
FOB	CITY OF CHICAGO	Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

Contact
First Name Provide your answer below
Last Name Provide your answer below
Telephone Number Provide your answer below

Contact
E-mail Address Provide your answer below
Contact Title/Position Provide your answer below
Organization Information
Legal Name of the organization exactly as it appears on your State of Illinois business registration documentation. Provide your answer below
Doing Business As (DBA) Name exactly as it appears on your State of Illinois business registration documentation. Provide your answer below
Address (Physical headquarter address; no P.O. Box allowed) Provide your answer below
City Provide your answer below

Organization Information
State Provide your answer below
Zip Provide your answer below
County Provide your answer below
Organization (Main) Telephone Number Provide your answer below
Federal Employer Identification Number (FEIN) Provide your answer below
Unique Entity Identification (UEI) Number (Official identifier for doing business with the U.S. Government as of April 4, 2022; Replaced the DUNS Number) Provide your answer below

Organization Information
Head of Agency (Executive Director/CEO) Name Provide your answer below
Head of Agency Title Provide your answer below
Head of Agency Telephone Number Provide your answer below
Head of Agency E-mail Address Provide your answer below
Website Address and Social Media Handles (i.e. public username of your organization's social media accounts) Provide your answer below
Organization Establish Date Provide your answer below

Organization Information
Board President Full Name Provide your answer below
Board President Phone Number Provide your answer below
Board President Email Address Provide your answer below
Program Overview Please select one (1) of the following categories for this Neighborhood Business Development Centers (NBDC) Program RFP response/application: Place - Based Business Specialist, City-Wide Capital Specialist, or Peer-to-Peer Training Specialist. Please also provide the title of your proposed program (e.g., Organization Name, NBDC; Must Match Category Name Selected, Program). Reminder: only one (1) application may be submitted per User ID. Provide your answer below
Please describe the technical assistance your organization intends to provide to small businesses under the selected NBDC category. Please describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and the anticipated outcomes, and implementation schedule. Make sure to address the core elements required for the specific program category for this application, as identified in the NBDC PROGRAM CATEGORIES section of the RFP Supplemental Document. Provide your answer below

Program Overview

Please identify the target community areas your organization will service, and any community needs or problems that need to be addressed through your program. If you need assistance identifying the community areas, please refer to this link https://www.chicago.gov/city/en/depts/2fm/supp_info/citywide_maps.html (e.g., Austin, Humboldt Park, etc.). If your organization intends to focus its services along certain commercial or industrial streets/corridors, please also identify the address ranges (e.g., 3000 to 4000 W. Chicago Ave. or Sacramento to Pulaski on Chicago Ave.

.....
Provide your answer below

Please explain how you propose coordinating services with other business service organizations (BSO) and/or community agencies to collaborate on and support your NBDC program. Please list at least three BSOs with which your organization has established partnerships and describe how you collaborate to service your target community area(s)

.....
Provide your answer below

Does your organization have a functioning website, email, social media accounts, and office telephone, as well as the technology and capability to support all your functions for this program remotely/virtually?

.....
Provide your answer below

Please complete and attach the Work Program Form provided. Activities and deliverables should align with your organization's selected program category. Output and performance measures should be specific, measurable, achievable, relevant, and time-bound.

.....
Provide your answer below

Organizational Capacity and Monitoring

Please provide a narrative overview of your organization. The narrative should, at a minimum, address the following: the organization's mission, the organization's philosophy; services or programs provided (if numerous, denote comparable offerings to the specific NBDC Program Category selected in this RFP response); the number of years that the agency has been provided these services and current economic and

Organizational Capacity and Monitoring
demographic data regarding service community area(s). Provide your answer below
Please describe your organization's experience executing programs similar in scope to the proposed program (i.e., objectives, size, scale, and budget); if your organization currently receives funding for a similar program model, please include a brief statement on performance history, qualifications, and financial capability. Provide your answer below
Briefly describe the organization's existing staff positions and qualifications, its capacity to carry out program activity, and whether you need to hire additional staff to manage the program. Please attach your agency's organizational chart and provide resumes for all relevant staff who will execute the program. An organizational chart that describes the agency's administrative framework and staff positions must be provided, indicating where the proposed project will fit into the organizational structure and identifying any staff positions of shared responsibility. Provide your answer below
Please describe how your organization intends to comply with the program's monthly reporting and invoicing requirements. How will your organization measure the program's performance, collect data, and track or verify outcomes? Discuss who will be responsible for invoicing and reporting program progress and their qualifications. Provide your answer below
Please summarize any pending lawsuits, unsatisfied judgments, and/or judgement liens currently filed against the organization or any officer, owner, principal, employee, subsidiary, or affiliate of the organization. Additionally, please identify any outstanding issues with the IRS, including but not limited to late filings or unpaid taxes. If not applicable, answer with N/A. Please also provide copies of your last three Form 990 submissions or equivalent filings. If your nonprofit organization is new, please provide a copy of your Illinois Certificate of Good Standing. Provide your answer below

Organizational Capacity and Monitoring

What is your organization's fiscal year, and what are your auditing practices, including the frequency of audits and any anticipated Federal or State funding sources for the program? Please include the contract terms and associated dollar values for any anticipated Federal or State funding sources.

.....
Provide your answer below

Budget Information

Using the Budget Instructions provided, please complete and attach the budget forms provided.

.....
Value Type **Numeric Value only**

.....
Provide your answer below

Please describe your organization's financial capacity (cash flow) to expend funds before reimbursement.

.....
Provide your answer below

Please describe your plans to utilize other funding and/or seek new funding to supplement City funding for this program. Describe the sources to which you will apply, the amount sought, and the proposed use of those funds.

.....
Provide your answer below

Overall Responsiveness

Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification/Listing *IRS Determination Letter *Bylaws and Articles of Incorporation *Financial Statement

.....
Circle one from the response values below:
Yes

Overall Responsiveness
No
Conflict of Interest
Did you complete and attach the Conflict of Interest Questionnaire? Circle one from the response values below: Yes No

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: RFP Supplemental Document	File	

1.5 Response Rules

- Solicitation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the solicitation before the Close Date
- Buyer may manually extend the solicitation while it is open

2 Price Schedule

2.1 Line Information

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1	0005 - Personnel	1	USD		
2	0044 - Fringe Benefits	1	USD		
3	0100 - Operating/Technical	1	USD		
4	0140 - Professional and Technical Services	1	USD		
5	0200 - Travel	1	USD		
6	0300 - Materials and Supplies	1	USD		
7	0400 - Equipment	1	USD		
8	0801 - Indirect	1	USD		
9	0999 - Other	1	USD		

2.2 Line Details

2.2.1 Line 1 0005 - Personnel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.2 Line 2 0044 - Fringe Benefits

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.3 Line 3 0100 - Operating/Technical

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.4 Line 4 0140 - Professional and Technical Services

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.5 Line 5 0200 - Travel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.6 Line 6 0300 - Materials and Supplies

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.7 Line 7 0400 - Equipment

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.8 Line 8 0801 - Indirect

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.9 Line 9 0999 - Other

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
NEIGHBORHOOD BUSINESS DEVELOPMENT CENTERS (NBDC) PROGRAM**

RFP #10553

ISSUED BY:

**CITY OF CHICAGO DEPARTMENT OF BUSINESS AFFAIRS &
CONSUMER PROTECTION (BACP)**

All proposals must be submitted via the eProcurement system.

<http://www.cityofchicago.org/eprocurement>

Questions concerning the RFP should be directed to

Lotika Pai

Managing Deputy Commissioner

Department of Business Affairs & Consumer Protections

121 N. LaSalle, Room 805

Chicago, Illinois 60602

Email: NBDC@cityofchicago.org

**BRANDON JOHNSON
MAYOR**

**IVAN CAPIFALI
ACTING COMMISSIONER**

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OVERVIEW OF DEPARTMENT

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) empowers and educates entrepreneurs and business owners to start and grow their business. BACP supports entrepreneurs through the provision of business education, access to support and the administration of resources through a network of nearly 70 business service organizations. Additionally, BACP licenses businesses and public vehicles, supports consumers, promotes and enforces Chicago's labor laws

OBTAINING THE RFP SOLICITATION DOCUMENTS

RFP documents may be viewed, and downloaded, in the "iSupplier" Portal Online eProcurement System, of the Department of Procurement Services, at Chicago.gov/eprocurement. Click on "Current Bids and Solicitation Opportunities", then "eProcurement Bid and RFP solicitation Opportunities". Find and select the program noted in this RFP. Respondents are solely responsible for obtaining all RFP Solicitation Documents including Clarifications and Addenda's. To receive Notice of Clarifications and Addenda, Respondents must log-in to iSupplier, search for the RFP solicitation number, review, and accept the disclaimer.

If applying to more than one program category, respondents must submit separate responses in "iSupplier" for each respective category. As a reminder, each response requires a different iSupplier User ID. Using the same User ID per response will overwrite the previous submittal. The City accepts no responsibility for the timely delivery of materials or failure of the Respondent to submit required information, as identified in this RFP. The City will not accept Proposals that are not received via "iSupplier" by the deadline of this RFP.

PROGRAM OVERVIEW

Entrepreneurship is not only a key driver of economic growth, but it can also serve as a pathway to economic self-sufficiency for individuals. And, the Chicago Department of Business Affairs and Consumer Protection Neighborhood Business Development Centers (NBDCs) play a critical role in fostering equitable small-business environments, in the communities they serve across the City of Chicago.

At its core the City of Chicago's NBDC program is the promotion of economic opportunity and mobility for all people, in every community. Supporting entrepreneurs as they launch and grow their businesses is a critical part of this work. Small businesses are the backbone of business districts, commercial and industrial corridors across the city, and provide an important onramp to wealth-building for families and communities. To foster the kind of inclusive economic growth we envision, it's imperative that entrepreneurship—the engine of economic activity—be inclusive as well. Everyone, regardless of their background or income, deserves access to tools to help start and grow a business. Local business service organizations (BSOs) can play a critical role in fostering equitable small-business environments.

Small businesses need hyperlocal support systems that link businesses to resources and on-on-one advising services, that will aid them through their start-up phase to growing and scaling their business. Local BSOs are typically well known in their communities as trusted sources of information. They are also extremely knowledgeable about their communities' business environments and commercial corridors, which is invaluable in providing small businesses with support services.

A thriving small business sector is vital to local job growth and a strong local economy. Across the U.S., small businesses provide roughly two-thirds of private sector jobs and account for nearly half of all economic activity, according to the Small Business Administration. Not only do small businesses provide more jobs, but they also bring careers and opportunities. Successful small businesses put money back into their local community through paychecks and taxes, which can support the creation of new small businesses and improve local public services.

To ensure the small business ecosystem in the City of Chicago is supported through no-cost one-on-one advising services and access to vital resources, BACP has redesigned our long standing NBDC program. BACP will provide funding to nonprofit (i.e., 501(c)(3) or 501(c)(6)) BSOs to deliver no-cost business development assistance to start-up entrepreneurs and business owners in Chicago, and/or professional/program development for their peers, through its Neighborhood Business Development Centers (NBDC) program.

The NBDC program, **is an approximately \$3.5 million investment** into Chicago's small business ecosystem to help support, grow and elevate small businesses by providing no-cost business advising, resources and access to events and educational programs and webinars.

The selected organizations will serve as a Delegate Agencies for the City of Chicago. See below for more details on the program.

PROGRAM DESIGN

The City of Chicago has over 700 miles of commercial corridors and over 12,000 acres of industrial corridors. The NBDC program is being updated to include a focus on key priority corridors, in addition to ensuring that technical assistance is provided to businesses throughout the City, with a focus on reaching small business owners and entrepreneurs in their communities. Major current developments in the City, like the Obama Presidential Center, PsiQuantum, the 1901 Project, Bally's Casino, the 78, Bronzeville Lakefront redevelopment etc. will all need robust commercial corridors in their proximity. And that work will require funding business service organizations to help the City build and strengthen not only the small business ecosystem across the City of Chicago, but also in these burgeoning commercial corridors. Over time, this will not only generate positive revenue outcomes for the City as well as create new jobs, but also bring workforce development opportunities.

Local business service organizations (BSOs), play a critical role in fostering equitable small-business environments. On behalf of the City they help support, grow, and elevate small businesses by providing no-cost business advising, resources and access to events and educational programs and webinars. The NBDC program is designed to drive collaboration and coordination among BSOs, with fellow grantees as well as non-NBDCs, to reach small business owners and entrepreneurs in their communities. To ensure that business owners and entrepreneurs receive the expert guidance and support they need, the NBDC

program encourages grantees to identify their geographic focus and core competency like industry specialization, language accessibility etc. for small business owners.

The City seeks to strengthen the small business ecosystem along emerging commercial and industrial corridors, and major developments, and ensure all communities throughout the City have equal access to no-cost technical assistance for small businesses. To accomplish this goal, NBDC **Place-Based** Business Specialist grantees will be required to select **Focus Community Area(s)** and/or **Priority Corridors**. Focus Community Area(s) are the primary geographic area in which the grantee expects to offer business advising services. Priority Corridors are commercial and/or industrial corridors in which the grantee expects to concentrate their business attraction and retention efforts. The grantee is expected to maintain a physical location within their Focus Community Area where they will provide services. The grantee should consider factors such as proximity to neighborhood amenities, existing business concentrations, building and land vacancy, upcoming development initiatives etc. when selecting their Priority Corridors.

The City is streamlining the focus of the NBDC program on outcomes for small businesses. Applicants **MUST** list the Focus Community Area(s) in Chicago they intend to service in their proposal. If the applicant is selecting a Priority Corridor to service as well, that **MUST** be listed in the submitted application. Applicant BSOs who apply must have the business acumen within their overall suite of services and operational capacity to touch sub-elements of the program category they will be applying for. The City is seeking NBDC Program participants to provide services that fall into the following program categories:

NBDC PROGRAM CATEGORIES

PLACE-BASED BUSINESS SPECIALIST

- a. Place-Based Business Specialists will provide **hyper-local** business development assistance to small business owners and entrepreneurs in Chicago in the Focus Community Area(s) and/or Priority Corridors selected in the RFP response. You can locate your Community area using the link:
https://www.chicago.gov/content/dam/city/depts/dgs/InformationTechnology/GIS/MapBook_Community_Areas.pdf.
- b. Place-Based Business Specialists will support the development of general business acumen and assistance with (i.e., directly or via a referral partner) fundamental business operational activities, including but not limited to applying for business license(s) and public way use permit(s), developing a business plan, marketing assistance, contract assistance, and product/service/workforce development.
- c. Place-Based Business Specialists will provide one-on-one advising and business resources support in a tailored manner to meet cultural and language needs of the geographic area they serve. Language accessibility options supported by the organization should be listed in the RFP response and will be included in workplans.
- d. Place-Based Business Specialists will support businesses that are: in the different stages of growth and expansion (i.e., early, and late start-up, growth/expansion). They will also ensure that businesses in their Focus Community Area(s) and/or

Priority Corridors are made aware of City resources and grant opportunities in a timely manner.

- e. Place-Based Business Specialists will support businesses and entrepreneurs that need industry specific support on how to start or scale their business and overcome hurdles unique to their industry. Please identify industry specialization and types of industry specific support offered in the RFP response.
- f. Place-Based Business Specialists will provide support for new and emerging business models, and business incubators.
- g. Place-Based Business Specialists will send a representative to attend all mandatory BACP events in the budget year.

The City seeks to make incremental improvements to the NBDC Program through increased engagement with NBDCs and the small business community. NBDC Place-Based Business Specialist grantees will be required to participate in two regional small business roundtables to provide feedback on the strengths, weaknesses, threats, and opportunities within their Focus Community Area(s). Additionally, grantees will identify small businesses within their Priority Corridors to participate in regional roundtables. Insights from the regional roundtables will be summarized and included in the grantee's annual report.

CITY-WIDE CAPITAL SPECIALIST

Capital is the lifeblood of all small businesses. Without adequate financing, through microloans, commercial lending, or investment capital, most entrepreneurs cannot start new businesses or grow their existing companies. Access to the right capital, at the right time, from the right source is critical for small businesses, across industries. Lack of access to capital is often cited as one of the primary barriers' an entrepreneur faces in starting or growing a business. Entrepreneurs face geographic, demographic, and wealth barriers, exacerbated by a capital market structure that does not effectively find and support many entrepreneurs, resulting in a significant unmet demand for financing.

- a. City-Wide Capital Specialists will provide **city-wide** access to capital services to small business owners and entrepreneurs in Chicago.
 - o Provide 1-on-1 coaching, and connections to help borrowers create and grow sustainable businesses that generate jobs.
 - o Assist business owners get bank ready.
 - o Provide financial coaching and credit guidance.
 - o Guide small business owners to optimal capital options by analyzing their funding needs.
 - o Work towards reaching business owners who have historically had a more difficult time accessing capital to start or grow their small businesses.

PEER-TO-PEER TRAINING SPECIALIST

- a. **Peer-to-Peer Training Specialist will focus on building a, City-wide, recognized set of standards and outcomes for small business advisors. The goal is to enhance the skills and expertise of NBDC business advisors on an ongoing basis.**
- b. A single Peer-To-Peer contract will be awarded.
- c. The Delegate Agency to whom the contract is awarded will be responsible for:
 - o Hosting virtual peer-to-peer sessions for the NBDC network.

- These collaborative learning opportunities will be facilitated, allowing participants to share experiences, insights, and best practices with their peers.
 - Goal: To foster a supportive community that enables ongoing knowledge exchange, professional growth and connected program pathways between NBDC partners.
- d. Our vision for the Peer-to-Peer Training Specialist program is for NBDC partners to embrace the LEAN framework (Learn, Engage, Ally and Network) to build a collaborative, connected and coordinated small business support ecosystem in the City of Chicago.
- **LEARN:** Business advisors will learn a baseline of skills that could be deployed when working with various business stages and industries, in addition to building up soft skills like coaching and facilitation.
 - **ENGAGE:** Business advisors will engage with other NBDC partners in the ecosystem and learn about their focus areas, expertise and resource offerings.
 - **ALLY:** Work together as allies leveraging each other’s strengths by making referrals and working towards shared outcomes.
 - **NETWORK:** All our NBDC partners are driven by the shared goal of helping support small businesses in our communities. The peer-to-peer sessions will create structure to enable networking and supporting each other’s growth through sharing knowledge and resources.
- e. In the RFP response please highlight:
- Proposed structure and curriculum for the peer-to-peer sessions
 - Demonstrated experience.
- f. Assist in executing the main networking event for NBDC partners, ChiBiz Chat. Two ChiBiz Chat events will be hosted in a budget year.

Qualified applicants must be able to comply with the following minimum requirements for each category:

- NBDC grantees must implement the activities, achieve measurable outcomes, and fulfill the target outputs within the contract year, as per the approved work plan.
- For program compliance, all NBDC grantees will be required to submit reports, also known as “deliverables”, and documentation to validate completion of program activities, on a monthly basis.
- **Monthly Program Reporting:** For the 2025 – 2026 program years, NBDC programmatic deliverables will be reported on our new Smartsheet platform. This update focuses on outcomes with real-time data visibility, data triage, and accurate reporting.
- **Annual Report:** The City seeks to publish an annual Regional Small Businesses Ecosystem Assessment gauging the success of various Focus Community Area(s) and Priority Corridors throughout the City and measuring the outcomes of the NBDC program. To accomplish this goal, NBDC grantees will be required to submit an annual report summarizing their business attraction and retention

efforts within their Focus Community Area(s). The annual report will consist of the following information:

- An analysis of business consultations identifying common trends and barriers facing small businesses in Focus Community Area(s).
- An inventory of vacant storefronts located on Priority Corridors.
- An inventory of businesses located on Priority Corridors with ten or more employees which have been active for twenty (20) years or longer.
- A summation of new business starts and closures for businesses located on Priority Corridors.

NBDC grantees must participate in all City and BACP-sponsored audits, site visits, evaluation, and quality assurance activities.

REPORTING REQUIREMENTS

NBDC grantees will be required to track a range of metrics using BACP approved platforms and reporting tools and will submit reports on planned output and outcomes agreed upon by the grantees and BACP. A portion of these will be measured against preset grantee targets as part of their contractual obligation, while others will be collected for information-gathering purposes for BACP.

Proposed metrics for the 2025/2026 NBDC Program vary depending on the NBDC Category, however the range of deliverables and outcomes include, but are not limited to:

Applicable to all NBDC Program Categories:

- ▪ Business consultations, trainings and workshops evidenced by an increase in the fundamental business knowledge of the business owner/entrepreneur
- ▪ New business outreach and attraction; evidenced by outreach to start-ups, new licenses; neighborhood marketing strategy, knowledge of commercial space offerings
- ▪ Business retention; evidenced by viable businesses that are prepared to financially sustain, recover, or transition in response to changing economic conditions
- ▪ Connection and collaboration with Chicago Business Centers and NBDC network of partners; evidenced by the number of referrals
- ▪ Marketing assistance; evidenced by events, campaigns or programs that drive support to local businesses resulting in an increase in customers
- ▪ Participation in BACP-related events, initiatives, and meetings
- ▪ Success stories (i.e., Stories/photos about helping businesses start and/or grow, successful implementation of a neighborhood engagement project, and media coverage)

Grantees are required to keep detailed records on costs, in addition to any other record keeping required for compliance with BACP programmatic and fiscal requirements.

Qualified applicants must be able to comply with the following minimum requirements for each category:

- NBDC grantees must implement the activities, achieve measurable outcomes, and fulfill the target outputs within the contract year, as per the approved work plan.
- Program Compliance: For program compliance, all NBDC grantees will be required to submit monthly reports, also known as “deliverables”, and documentation to validate completion of program activities and plans towards achieving planned outputs and outcomes.
- Fiscal Compliance: For fiscal compliance, all NBDC grantees will be required to submit vouchers/invoices in a monthly, or quarterly at the latest, basis; as a reminder, since the NBDC Program funding is via a reimbursable grant after expenses have been incurred, grantees must be able to cover the costs of the program until the voucher/invoice has been paid.

NBDC grantees must participate in all City and BACP-sponsored audits, site visits, evaluation, and quality assurance activities.

RFP DUE DATE

APPLICATION DUE DATE: **10/28/2024 before 12:00 PM (Noon) Central Time.**

PROGRAM REQUIREMENTS

All program specific questions, requirements, forms, or templates that applicants must answer or complete will be available on the online application for this program.

SELECTION CRITERIA

All proposals that are received by the deadline will undergo a technical review to determine whether all required components have been addressed and included. Proposals that are determined by BACP to be incomplete may not be considered. BACP reserves the right to waive irregularities that, within its sole discretion, BACP determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived. Proposals that are determined to be complete will be forwarded to a Review Panel. The Review Panel will evaluate and rate all remaining proposals based on the following evaluation criteria:

- Applicant demonstrates they have the following key existing capacities for the NBDC program section of this RFP:
 - Ability to provide assistance to entrepreneurs, business owners, and/or NBDCs per the NBDC Program category requirements.
 - Familiarity with selected Focus Community Area(s) and experience attracting and retaining small businesses on Priority Corridors
 - Experience, or verifiable ability, in performing contractual obligations to execute on expected commitments of NBDCs.
- Applicant demonstrates how they will be successful in performing activities listed in this RFP.
- Applicant demonstrates they have adequate staff capacity to perform required activities and grant reporting.
- Number of years the agency is financially solvent as evidenced by IRS Form 990.
- Ability to cover the costs of the program while reimbursable grant funds are being processed.
- Overall quality and completeness of the application.
- Not responding to a question in the application will be considered an incomplete application and will disqualify the application.

BACP reserves the right to recommend qualified funding proposals out of rank to ensure adequate geographic distribution of services throughout the city, minimize duplication of similar service offerings within the same service area, and prevent a disproportionate number of service providers within a service area that does not have the corresponding amount of business support needs. Qualified proposals will be scored against proposals in the same modality or type of service

City funding for the NBDC program is intended to supplement the respondent's fundraising and should NOT be the sole source of BSO funding.

SCORING CRITERIA

Proposals will be scored based on the following, with 100 being the maximum score.

- **Program Overview – 40 points**
 - Strength of plan to address small business needs
 - Focus on Targeted Community areas
 - Ongoing plan for performance management
 - Collaboration with other capacity builders
 - Detailed plan with timeline

- **Organizational Capacity and Monitoring – 30 points**
 - The mission of the organization is aligned with objectives of the program
 - Proven track record – demonstrated prior experience and performance
 - Financial capacity to administer the program in compliance with regulations within an expedited timeframe
 - Overall responsiveness

- **Budget Information – 15 points**
 - Overall program cost
 - Completeness of budget (degree to which budget includes all likely costs)
 - Efficiency of program
 - Overall financial capacity of the organization
 - Disclosure of additional funding sources for the program

- **Overall Responsiveness – 15 points**
 - Submission of required documents

PROPOSED CONTRACT TERM

The anticipated initial contract period will be **January 1st, 2025, through December 31st, 2025**, with up to one extension not to exceed one year, at the discretion of the City based on the availability of funds, the need to extend services, and the respondent’s performance.

All Proposals submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked “confidential”, will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena.

This initiative is funding by the City of Chicago’s Corporate Fund.

REQUIRED PROPOSAL CONTENT

Applicants are advised to adhere to the applications requirements of the RFP. Failure to comply may be cause for rejection of the non-compliant proposal. Applicants must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your proposal is accepted by the city, the proposal and related submittals may become part of the contract.

The City reserves the right to request clarification and/or additional information from the respondents during the evaluation and selection process. Any respondent that makes a material misrepresentation will be eliminated from further consideration. The City reserves the right to disregard any informality in the submission. All submitted materials are the property of the City.

PROGRAM CONTACT

Lotika Pai, Managing Deputy Commissioner

Department of Business Affairs and Consumer Protections

121 N. LaSalle, Room 805

Chicago, Illinois 60602

Email: NBDC@cityofchicago.org

PRE-SUBMITTAL CONFERENCE

A virtual pre-submittal conference will be held on the following date:

Tuesday, October 15th, 2024 at 10:00 AM (Central Time)

The purpose of the pre-submitting event is to clarify the RFP process and the scope of the required services. Attendance is not mandatory, but it is strongly suggested the interested applicants attend. Questions can be emailed to NBDC@cityofchicago.org

E-PROCUREMENT SYSTEM

Proposals must be submitted via online application. Emailed or faxed proposals will not be accepted.

To complete an application for this RFP, applicants will need to set up an account in the new eProcurement/iSupplier system.

The Department of Procurement Services (DPS) manages the iSupplier registration process. All delegate agencies are required to register in the iSupplier portal at www.cityofchicago.org/eProcurement. All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

- a. New Vendors – Must register at www.cityofchicago.org/eProcurement. Registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and DPD. Please allow five to seven days for your registration to be processed.

- b. Existing Vendors – Must request an iSupplier invitation via email. Include your Complete Company Name and City of Chicago Vendor/Supplier Number (found on the front page of your contract) in your email to customersupport@cityofchicago.org . You will then receive a response from DPS so you can complete the registration process. Please check your junk email folder if you have made a request and not heard back as many agencies have reported responses going their junk folder.

To receive training about all aspects of the eProcurement system, register using the link below and include the name of the agency which you will represent. Training will cover eProcurement functions such as iSupplier registration and overview, responding to RFPs, creating invoices and reviewing / tracking payments.

For further eProcurement help use the following contacts:

- Questions on Registration: customersupport@cityofchicago.org
- Questions on eProcurement for Delegate Agencies including: CustomerSupport@cityofchicago.org or contact the eProcurement hotline at 312-744-4357 (HELP)
- Online Training Materials: <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

If you are having difficulty registering additional people, please refer to this handout: https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf

Here is a link to all additional technical assistance videos and handouts: <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additionally, respondents may e-mail CustomerSupport@cityofchicago.org to receive more specific advice and troubleshooting.

Respondents must submit an application for the request for proposal via eProcurement.

For this application, all answers to application questions are limited to 4,000 characters, including spaces and punctuation.

FOR RESPONDENTS WISHING TO SUBMIT MORE THAN ONE APPLICATION

Organizations submitting more than one proposal may do so by submitting each proposal under a separate, unique registered account user with online bidding responsibilities within the organization's iSupplier account, using their individual login information.

If you are having difficulty registering additional people, please refer to this handout:
https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf

Here is a link to all additional technical assistance videos and handouts:
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additionally, Respondents may e-mail CustomerSupport@cityofchicago.org to receive more specific advice and troubleshooting.

CANCELLATION

The City reserves the right, at any time and in its sole and absolute discretion, to reject any or all submissions, or to withdraw the RFP without notice. In no event shall the City be liable to respondents for any cost or damages incurred by respondents, team members, consultants, or other interested parties in connection with the RFP process, including but not limited to any and all costs of preparing the preliminary cost budget, or other submitted materials, and participation in any conferences, oral presentations, or negotiations.

COMPLIANCE WITH LAWS, STATUTES, ORDINANCES and EXECUTIVE ORDERS

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement:

1. **Conflict of Interest Clause:** No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.
The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work

hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.
3. Selected respondents shall establish procedures and policies to promote a drug-free workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "**Municipal Code**") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.
Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.
5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of

Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

6. If selected for grant award, respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.** Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("**Sub-owners**") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "**Identified Parties**"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "**Mayor**") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default

entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

8. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the

activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.

9. Federal funding-specific requirements: Section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (Pub. L. 116-136), and implementing regulations promulgated thereunder.
10. All federal statutes relating to nondiscrimination, including, but not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1683, 1685-1686) which prohibits discrimination on the basis of sex;
 - b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps;
 - c. Age Discrimination in Employment Act of 1967 and The Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
 - d. The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255) relating to nondiscrimination on the basis of drug abuse;
 - e. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - f. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3) relating to confidentiality of alcohol and drug abuse patient records;
 - g. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.) relating to nondiscrimination in the sale, rental or financing of housing;
 - h. The Civil Rights Restoration Act of 1987;
 - i. Executive Order 12250;
 - j. Federal Equal Pay Act of 1963;
 - k. Civil Rights Act of 1991; and
 - l. Executive Order 11063, as amended by Executive Order 12259; and
 - m. Section 188 of the Workforce Investment Act of 1998 (20 U.S.C. 9201), and any other applicable nondiscrimination statutes.