



Urban League of
Greater Oklahoma City

*Empowering Communities.
Changing Lives.*

**Request for Qualifications for
Technical Advisory Services related to the
OKC Minority Supplier Diversity Program**

RFQ Date of Release: August 7, 2023

First Review of Proposals Responses: August 21, 2023

Deadline for Proposals Responses: July 30, 2024

Proposal responses will be accepted on an ongoing basis upon release of this RFQ and up to the deadline for responses.

Responses and/or questions may be submitted via email at snealy@urbanleagueok.org

Urban League of Greater Oklahoma City, Inc.
3900 N. Martin Luther King, Ave.
Oklahoma City, OK 73111

I. PURPOSE OF THE RFQ

As part of the Oklahoma City Minority Supplier Diversity Program, the Urban League, in network with REI Oklahoma and the Greater Oklahoma City Hispanic Chamber of Commerce, is working to assist Oklahoma City minority owned businesses who are recovering and growing from the effects of COVID-19. Eligible businesses will receive assistance in becoming applicants for local, state and federal contracts. The long-term goal of the Minority Supplier Diversity Program is to have a wide network of minority-owned businesses in OKC that are able to meet the requirements of larger contracts. Applicants will receive services to help apply for business certifications, loans, bonding and to prepare financial statements to respond to RFPs and obtain pre-qualification with the government entities like The City of Oklahoma City and State of Oklahoma.

II. CONSULTANT SERVICES DESIRED

The intent of program management, financial and procurement assistance is to help minority supplier businesses achieve the goals of the Minority Supplier Diversity Program.

Consultants will coordinate assistance services for minority supplier businesses for the following purposes:

Procurement Assistance

- Identify and apply for small business bonding and contracting opportunities for clients.
- Provide one-on-one and group assistance with registering with public and private organizations.
- Provide one-on-one, group assistance and direct business development (case management) to clients.
- Manage the coordination of multiple suppliers into teams of sub-contractors to compete for public and corporate contracts by dividing total requirements into smaller tasks or quantities that smaller, minority-owned firms can more feasibly accomplish; or facilitating placement of minority-owned businesses as subprime contractors on larger procurement projects.
- Review clients' business profiles and makes recommendations necessary to expand current businesses.
- Ensure clients progress and results are tracked in the agency's outcomes data management tool.
- Prepare progress reports written and/or oral, as required.

Financial Advisory Services

- Identify and apply for small business funding opportunities for clients.
- Assist with business plan development as it relates to applying for funding.
- Have knowledge of and various funding streams that clients can apply for.
- Research, identify and assist minority supplier businesses with applications for small business loans.
- Assist with all aspects of securing loans, packaging and seeking additional funding options (banks and non-traditional funding sources) for business expansion.
- Provide one-on-one, group assistance and direct business development (case management) to clients.
- Ensure clients progress and results are tracked in the agency's outcomes data management tool.
- Prepare progress reports written and/or oral, as required.

III. RFQ SUBMITTAL REQUIREMENTS

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.

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.

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.

Representative Work – Present a summary and/or examples of at least three (3) projects completed by the team that are relevant to your expertise.

Fees – Present a fee schedule for services proposed. Discuss how hourly meetings and reimbursables will be billed.

Evidence of Professional and Business Licenses and Insurances for Professional Liability (sometimes called Errors & Omissions), Workers Compensation, and General Liability, and Auto.

Supplier Diversity Certifications (if applicable) – Documentation from the State of Oklahoma if your company is an MBE or WBE.

Past Program Experience – Present past experience working with Urban League, REI Oklahoma or the Greater Oklahoma City Hispanic Chamber of Commerce, or similar types of non-profit entities.

W9 form – Please provide a completed W9 form.

REVIEW OF RFQ SUBMISSIONS: CRITERIA AND TIMELINE

After receipt of proposals, the submissions will be reviewed for completeness by Urban League staff. 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;
- Business legitimacy check
- Competitiveness of proposed fee schedule;
- Completeness of the RFQ submission.

TIMELINE FOR REVIEW

RFQ Release: August 7, 2023

First Review and Acceptance of Proposals: August 21, 2023

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RIGHT TO REJECT

Urban League 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.

Title VI of the Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, creed, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Anti-Lobbying. Consultant agrees that it or any agent or agency thereof, 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.

Conflicts of Interest. Consultant and no other officer, employee, or agent of Consultant who exercises any functions or responsibilities in connection with the planning or carrying out of the Scope of Work, shall have any personal financial interest, direct, or indirect, in this Agreement. Consultant shall take appropriate steps to assure compliance with this Section.

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