

Invitation for Bid

Los Angeles Business Source Center Services

Pacific Asian Consortium in Employment (PACE) is seeking a proposal from qualified and experienced organizations and institutions to provide business Technical Assistance to and obtain loans for the clients of the City's Los Angeles BusinessSource Center System (LABSC) in the amount up to \$75,000, in order to start, stabilize, or expand a business to retain or create new jobs. .

PACE anticipates that contracts will be awarded to successful proposers for an initial period of twelve (12) months, April 1, 2016 to March 31, 2017 with an option to extend with four (4) additional one-year terms, depending on approval from the City of Los Angeles. At PACE's sole option, any extension of the contract term will be contingent upon the availability of funds, evaluation of subcontractor's performance, subcontractor's continuing compliance with applicable federal, state, and local government laws and regulations. PACE reserves the right to adjust the contract term, amount and scope in order to best serve the needs of City residents and regulations of the grant or fund sources.

Scope of Work

Proposing agencies are applying for a Subcontract with PACE for the Central West Region BusinessSource center. The services subcontracted include but are not limited to; business enrollment, a variety of access to capital, business growth models, financial consulting, job creations and retentions.

- Subcontractor shall provide and deliver access to capital, including packaging loan proposals and matching business profiles to lender's criteria. Minimum number of total loans funded is ten (10) with the total amount of at least \$2,500,000 funded; and each funded loan can be billed at \$1,250 provided proper documentation.
- Subcontractor must be able to provide evidence of formal relationships with a variety of lenders.
- Subcontractor must have an adequately diverse source of capital that will serve Micro and Operating Business clients. The subcontractor will be required to provide PACE with a list of loan types and sizes that they are offering or have access to along with the qualifying criteria for those loans.
- Subcontractors shall develop access to other sources of funding such as angel, equity or investor sources, \$0 fees loans, 0% loans, forgivable loans, and crowdfunding financing, such as KivaZip, and Somo lend; and, shall provide information on these sources to PACE and their business clients.

- Applicants shall target, recruit and serve both small and operating businesses in the City of Los Angeles in order to create and retain jobs according to the LA BusinessSource Center System.
- Applicants shall provide training, instruction, technical assistance and consulting (in both English and Spanish)
- Applicants shall provide assistance to pre-startups, startups and operating businesses including feasibility analyses, loan assessment, financial analysis and other services.
- Applicants will provide training sessions for PACE staff including but are not limited to idea development, company structure and type, business plans, profitability analysis, and other relevant workshops, trainings and services.
- Applicants must have the capacity to support staff in the creation of 65 new jobs through trainings, coaching and joint meetings with clients.
- Applicants are required to generate verifiable new jobs through the provision of business services, as proven by the generation of HUD forms and client files with case notes adhering to HUD rules and regulations. Applicants shall be paid on a performance basis per job created at a rate of \$750 per job or less. All jobs created must be verifiable and include a fully completed and signed BusinessSource Registration form and other required documentation. Incomplete and unsigned documents shall not be accepted.
- Applicants are required to generate at least 65 verifiable jobs by the end of the contract which ends March 31, 2017.
- When flexibility is needed and agreed by both parties, the number of new jobs can be decreased or increased by 15; and the loan number can be increased or decreased by 5; provided the value of contract remained under \$75,000.

Proposal submission requirements:

1. Include attached Cover Page (Must be completed entirely, if not bid will be disqualified)
2. The bid should be 2-3 pages in length (Not including cover page), Microsoft Word or PDF format, and 10-12 point font.
3. Describe ability and experience demonstrating at least 7-10 years of experience in small business development, business loan workshops, and working with local and state economic development departments. Applicants must cite previous accomplishments vs. stated goals and offer referrals of organizations or clients for whom they have performed similar work. Failure to provide referrals or relevant examples will be considered not responsive and is cause for disqualification from consideration.

4. Describe program design and current services that proposer provides to the local community that are most similar to the program proposed in this IFB. If program has engaged in lending or packaging of loans, provide quantifiable evidence of the number and type of loans the proposer has successfully provided up until now. Narrative should provide information on the types of businesses that are served through the proposer's existing programs, with detail on industry and size of business.
5. Describe three to five suggestions for potential trainings for staff development/ skill building around job-creating small business services. Each training should include a 2-3 sentence summary.
6. Must submit a bid amount for specific metrics including job creation, loans, and loan amounts.

Evaluation Criteria:

Ability	Demonstrates quantifiable track record of success in desired outcomes.	40/100
Program Design	Plan to meet specific goals outlined in this RFP including targeting, job creation and staff training.	30/100
Cost	Cost reasonableness per job creation and number of loans	30/100

Submissions are due by 2:00 p.m. Friday January 13, 2016

To: Program Director, Namoch Sokhom

PACE Business Development Center

1055 Wilshire Blvd., Suite 900B

Los Angeles, CA 90017

Or email: <mailto:nsokhom@pacela.org>

Or drop off to PACE BDC office (address above) Monday through Friday 9-5 pm

Please forward any questions to Nicole Diangani ndiangani@pacela.org; (213) 989-3150