

Joliet LEDA  
REQUEST FOR PROPOSAL  
For

The LEDA Business Assistance Program

September 30, 2022



PROPOSAL DEADLINE EXTENDED: 2:00 P.M., October 7, 2022

ELECTRONIC BID SUBMITTAL:  
Bid responses will only be accepted electronically  
via email at [dviveros@jolietleda.org](mailto:dviveros@jolietleda.org)

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## NOTICE TO PROPOSERS

Proposals will be received by the Joliet LEDA Program Manager until 2:00 P.M. local time on October 7, 2022. Effective immediately, Joliet LEDA will no longer accept electronic submissions for any solicitation. Responses will only be accepted electronically via email to [dviveros@jolietleda.org](mailto:dviveros@jolietleda.org). Proposals shall cover the following:

### **The LEDA Business Assistance Program**

The Joliet Latino Economic Development Association is seeking proposals from experienced firms for: a consultant to assist in the build of the LEDA Business Assistance Program. Parties interested in submitting a proposal should contact Diana Viveros, Program Manager at [dviveros@jolietleda.org](mailto:dviveros@jolietleda.org) to receive a copy of the RFP or see the LEDA website at: [www.jolietleda.org/BAP](http://www.jolietleda.org/BAP).

Joliet LEDA in accordance with the laws of the State of Illinois, hereby notifies all firms that it will affirmatively ensure that the contract(s) entered into pursuant to this notice will be awarded to the successful firm without discrimination on the grounds of race, color, religion, sex, age, sexual orientation marital status, disability, familial status or national origin. Joliet LEDA reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the organization. Each Proposer shall be required to submit with his/her proposal a Disclosure of Ownership Interest Statement Form.

Diana Viveros  
Program Manager

## **Joliet Latino Economic Development Association Request for Proposal**

### **1.0 INTRODUCTION**

The Joliet Latino Economic Development Association is seeking a business consultant to assist in the development of the LEDA Business Assistance Program.

The contract term desired is for a period of nine (9) months.

Prior to the submittal of a proposal, Proposers are advised to carefully examine

- the contract documents
- project scope and work tasks to be accomplished
- specifications
- submittal requirements

Proposers are advised to become thoroughly familiar with all conditions, instructions and specifications governing this RFP. Proposals shall be made in accordance with these instructions. Proposals shall be submitted on the forms provided by Joliet LEDA.

Joliet LEDA will not be liable in any way for any costs incurred by respondents in replying to this Request for Proposal.

### **2.0 SCOPE OF SERVICES**

LEDA is searching for a consultant to be contracted to assist in the program implementation and design. Provide a framework for 1 to 1 bilingual technical assistance to low/moderate income business owners and entrepreneurs in the Joliet community.

The services include but are not limited to:

- Provide subject matter expertise in the development and implementation of a comprehensive bilingual technical assistance plan to assist small business owners and entrepreneurs.
- Provide the LEDA team training, and guidance in the execution of the LEDA Business Assistance Program.
- Conduct analysis on the economic, small business and consumer environments and incorporate emerging trends into the LEDA technical assistance/business counseling model.
- Deliver high-level, quality one-one-one business counseling on the topics of business planning, certification, and financial literacy.
- Collaborate in the development of new programs, small business workshops, and initiatives including engagement with key stakeholders as needed.

### Consultant Deliverables

- Consultant will provide bi-weekly progress reports to LEDA Board Members documenting all activities and results.
- Consultant will meet with the LEDA team individually and as a group regularly, at least bi-weekly and as needed to review progress; assess client activity and identify emerging needs/trends.
- Consultant will provide Client consulting services each week for a minimum of twelve (12) hours.
- Consultant will provide in-person consulting services a minimum of eight (8) hours per week. Additional hours of consulting on a weekly basis may only be delivered with the prior approval and consent of both Client and Consultant.

### 3.0 SUBMITTAL REQUIREMENTS.

Responses will only be accepted electronically via email to [dviveros@jolietleda.org](mailto:dviveros@jolietleda.org).

Respondents are still required to complete all of the bid documents and provide all of the requested information in a pdf file(s).

ANY PROPOSALS RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL BE NOT BE ACCEPTED. It is the sole responsibility of the proposer to insure that his or her proposal is delivered by the stated time.

#### A. Cover Letter

The cover letter will include the following:

- introduction of firm signed by an authorized Principal of the firm
- name of firm
- address of firm
- phone number of the firm submitting the proposal
- include the name and signature of an authorized binding official who is authorized to answer questions regarding the firm's proposal

#### B. Qualifications and Experience of Firm and/or Team

Indicate commencement dates, duration and type of operation.

#### C. Area/Regional Manager(s)

The proposal should indicate the abilities, qualifications and experience of these individuals.

#### D. Draft outline of the program.

#### E. Fees

Provide a copy of your fees/prices.

### 4.0 MBE/WBE GOALS

Joliet LEDA has a goal of 30% of the contract amount for the participation and utilization of Minority-Owned, and Women-Owned (MBE/WBE) in completing a portion of the services required by the LEDA. All respondents must submit a statement of the proposed involvement of M/W/EBEs in completing a portion of the required services. Provide a copy of the certification for M/W/EBEs that will assist in achieving the M/W/EBE goal with your submittal as well as the appropriate M/W/EBE forms or Request for Waiver. Any questions regarding M/W/EBE compliance should be submitted in writing to Diana Viveros Program Manager at [dviveros@jolietleda.org](mailto:dviveros@jolietleda.org).

## 5.0 EVALUATION CRITERIA

Joliet LEDA will select the successful firm through an evaluation process based on the firm meeting the specifications which are outlined in this RFP. The LEDA Board Members will review in detail all proposals that are received. During the evaluation process, LEDA may require a Proposer's representative to answer questions with regard to the proposal and/or make a formal presentation to the review committee. The review committee will make a recommendation to award the contract based on the criteria set forth below. The evaluation criteria listed below will be used in the selection of the successful Proposer.

- A. Qualifications and Expertise
- B. Price
- C. Organization and Completeness of Proposal
- D. MBE/WBE Participation

## 6.0 SELECTION PROCESS

Joliet LEDA will select a firm on the basis of the responsiveness of the proposal to the RFP submittal requirements, the evaluation criteria stated above and the demonstrated willingness to execute an acceptable written contract. Joliet LEDA reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials from the Proposer.

While it is the intent of the City to award a single firm, the City reserves the right to award in part or in whole and to select multiple firms and/or individuals, depending on whichever decision is deemed to be most advantageous to the City.

Responses may be rejected if the firm fails to perform any of the following:

- A. Adhere to one or more of the provisions established in this Request for Proposal.
- B. Demonstrate competence, experience, and the ability to provide the services

The firm to be recommended to the City Council will be the one whose proposal is determined to be the most advantageous to Joliet LEDA in consideration of price and all

other evaluation factors which are set forth in this Request for Proposal No other factors or criteria not listed in this RFP shall be used in the evaluation.

#### 9.0 PROPOSED SCHEDULE

The tentative schedule for this RFP and project process is as follows:

1. RFP issued September 8, 2022
2. Last Day to submit questions September 19, 2022
3. RFP Submission Due Date September 23, 2022
- 4. RFP Submission Due Date Extended to October 7, 2022**
5. CDBG Contract Approval October 4, 2022
6. Notification of selection October 12, 2022

#### 10.0 QUESTIONS REGARDING RFP

All questions related to this RFP should be submitted via email to Diana Viveros, Program Manager at [dviveros@jolietleda.org](mailto:dviveros@jolietleda.org).

#### 11.0 GENERAL TERMS AND CONDITIONS

##### A. Payment Terms

The consultant shall submit invoices detailing the services provided, project, professional staff, and hours. Payment shall be made in accordance with the Local Government Prompt Payment Act. Please note that failure to provide a detailed invoice could result in delay of payment and include termination of any agreement. Joliet LEDA is not resp

##### B. Costs Incurred

Joliet LEDA assumes no responsibility or liability for costs incurred by the Proposer prior to the execution of a contract. This includes costs incurred by the Proposer as a result of preparing a response to this RFP.