



Request for Qualifications (RFQ) for Economic and Community Development Consultant

ORGANIZATION

The African Career Education & Resources, Inc. is the leading issue-based community organization working to uplift and amplify the African Diaspora to build power for systemic change that advances racial and economic equity in communities

DESCRIPTION

The African, Career, Education, and Resource Inc. (ACER) is seeking independent consultants and consulting firms to assist in its supplementing existing Economic and Community Development team capacity. The consultant will work closely with team members in the Economic and Community Development (ECD) department. The ECD team is responsible for engaging with aspiring and current entrepreneurs about their business ventures, guiding the development of local community development projects, and advocating for equitable policies for business resources.

SERVICES REQUESTED

Work is performed under the direction of the Director of Economic and Community Development.

This is a contracted position with a timeline of 18 months. The position includes some evening and weekend meetings/events. The consultant will be responsible for managing their schedule and meeting project deadlines and milestones.

The consultant will focus on two major projects that include the creation and management of grant/loan programming and management of community development projects including feasibility studies and stakeholder engagements.

TYPICAL DUTIES:

- Designing grant/loan programs and optimizing their respective administration process.
- Managing timelines and deliverables and tracking grant/loan applications.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets.
- Tracking progress toward organizational and programmatic outcome goals.
- Requesting reimbursement and drawdowns as needed.
- Drafting progress reports and targeted program updates.
- Highlight resources to assist with project completion.
- Prepare project budgets, monitor progress, and update stakeholders as needed.
- Other duties as assigned.



KNOWLEDGE, SKILLS, & ABILITIES:

- Experience in local community development, including micro-businesses, entrepreneurship, equitable development, etc.
- Knowledge of a variety of business models including cooperatives.
- Strong interpersonal skills and ability to connect with individuals across a diverse background.
- Knowledge of CDFI compliance and processes
- Creative thinking, problem-solving, and analytical skills.
- Strong writing and communication skills.
- Self-motivated with the ability to work independently and complete tasks on time.
- Proficiency in Google Suites, Microsoft Office (Excel), CRM, and data management experience.

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

Bachelor's or advanced degree in Economics, Business Administration, Urban Studies, or a related program.

2+ years of relevant work experience on community development projects, project management, and grant management.

DESIRABLE QUALIFICATIONS:

- Foreign Language Skills
- Community rooted planning and facilitation
- Nonprofit Capacity Building
- Business Development Organizations and/or Community Development Financial Institutions

PROPOSAL SUBMISSION - FORM OF RESPONSE

1. Cover Sheet: Complete the cover sheet included as an appendix to this document.
2. Narrative (not to exceed 12 pages, excluding forms and resumes)

Organizational Experience – Describe the firm's relevant experience

providing the same or similar services. Greater weight will be given to experience in the past three years.



Qualifications of Key Staff – Provide the names and qualifications of all key staff to be dedicated to providing relevant services. While resumes may be included as an appendix, this section should include brief biographical statements for each team member.

Approach to Providing Services – Describe how the firm will provide the proposed services and the geographic areas in which the firm can provide services (e.g., national, regional, specific states, counties, or cities). The position is a hybrid. The respondent should identify a primary point of contact and describe any standards of responsiveness, processes for ensuring quality control and any other information that indicates how the respondent manages its client relationships.

Fee Structure – Describe the firm’s fee structure for delivering the proposed service. This must include hourly rates for all staff/ positions proposed to provide services.

3. Insurance Requirements

All respondents shall provide proof of their liability insurance for no less than \$1 million. Upon entering a contract, any selected respondent will be required to provide a certificate of insurance naming ACER as an additional insured.

4. Licenses and Certifications

Respondents should provide evidence of any relevant licenses, certifications, and other credentials that relate to the services that the respondent proposes to provide.

PROPOSAL SUBMISSION – TIME AND PLACE

This RFQ will remain open. All interested parties, please submit proposals to Denise Butler, dbutler@acerinc.org. When a proposal is submitted, ACER will respond within 10 business days once receiving complete materials.

Proposals will be accepted electronically. **Please submit your complete application via email to dbutler@acerinc.org**, with the following subject line: “your name – Economic and Community Development Consultant”



Appendix

PROPOSAL SUBMISSION COVER PAGE

PROPOSAL

to the

Director of Economic and Community Development
6800 78th Ave N, Ste. 109
Brooklyn Park, MN 55443

Submitted by

Name:

Address:

Title: RFQ Economic and Community Development Consultant/Firm

Period of Performance: April 2022 – October 2023

Date Submitted:

Principal/Lead Consultant:

Bid Amount:

Contract and business correspondence should be directed to the Director of Economic and Community Development 6800 78th Ave N, Ste. 109, Brooklyn Park, MN 55443