

Enterprise for Equity
PROFESSIONAL SERVICES SOLICITATION

Request for Statement of Qualification (RSQ)

First Publication – 3/2/2020

Enterprise for Equity

Request for Qualification Data to Furnish

Community Outreach and Program Promotion for Small Business Trainings and Educational Programs

Enterprise for Equity (E4E) helps people with limited incomes start and strengthen small businesses. Our mission is to ensure that people with low-incomes in the South Sound region have access to training, technical assistance, support, microloans, and credit for small business development. These services are provided with the belief that people can and do transform their lives as they bring strengths, initiative and dreams to their entrepreneurial efforts.

Through this Request for Skills Qualifications (RSQ), Enterprise for Equity (E4E), an Equal Opportunity and Affirmative Action Employer, is seeking the services of a well-qualified community partner or entity (Contractor) to provide **outreach and program promotion** to current business owners or those interested in starting a business in Jefferson and Clallam counties. Contracts for these services will not exceed \$3,500 for 2020. We are looking for partners located in Jefferson and Clallam counties.

Enterprise for Equity (pursuant to Chapter 61, Laws of 1981) is inviting statements of qualifications and performance information from community partners or entities for **professional outreach and promotion services** to their region for the 2020 calendar year. Professional outreach services include:

- Providing community outreach and program promotion throughout the geographic region;
- Compiling, sharing and reporting data as required and/or requested by Enterprise for Equity;
- Submitting reports including back-up documentation;
- Participating in partner meetings and other as requested by E4E; and
- Entering into and remaining compliant with terms of a professional services contract.

Interested parties should have:

- A minimum of five years' experience with economic development and/or working with local businesses in geographic region.
- A good understanding of the business development services needed and the economic development climate of the geographic region as a whole as well as the respective communities.
- Current connections to the area Chambers of Commerce, Economic Development Council, Workforce Development Council, Small Business Development Centers and similar organizations.
- Experience and capacity in conducting effective program outreach and promotion activities.
- Hold a secure business license(s) and required insurance coverage.
- Must be eligible to participate in and provide services for federally funded programs.

In addition to qualification and performance statements, **please submit a draft plan (no longer than two pages)** that details the strategy and activities associated with conducting an effective outreach campaign reaching a minimum of 5,000 individuals (must include how this target goal will be achieved and documented) throughout the geographic region focused on promoting the program and motivating eligible individuals to participate.

Qualification and performance statements will be reviewed, placed on file for the 2020 calendar year, and will be used as the source from which to select one or more qualified firms from whom a detailed proposal will be requested for any specific project. Those firms who have statements on file for the 2020 calendar year should only respond with a request for their statement to be renewed for 2020 along with any pertinent amendments to their statement.

Minority- and women-owned firms are encouraged to submit statements of qualification.

Enterprise for Equity is an equal opportunity and affirmative action employer.

Questions regarding this solicitation should be directed to Beth Henriquez at Enterprise for Equity at the following email: beth@enterpriseforequity.org or by mail:

Enterprise for Equity/Beth Henriquez
PO BOX 1291 Olympia 98507

Response of interested firms is requested no later than Friday March 20th, 2020.

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