

NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

PROFESSIONAL CONSULTING SERVICES TO SUPPORT THE SAN FERNANDO SMALL BUSINESS ASSISTANCE PROGRAM

in strict accordance with the Specifications on file in the office of the SAN FERNANDO RECREATION AND COMMUNITY SERVICES DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at <http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois>

One original and one electronic copy of the proposal must be submitted to the CITY CLERK DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, no later than 3:30 p.m. on Tuesday, August 24, 2021. Bids must be clearly mark Bid for Small Business Assistance Program. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

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REQUEST FOR QUALIFICATIONS (RFQ)



The City of San Fernando is requesting qualifications for:

**PROFESSIONAL CONSULTING SERVICES TO SUPPORT
THE SAN FERNANDO SMALL BUSINESS ASSISTANCE PROGRAM**

RFQ ISSUE DATE: July 27, 2021

RFQ SUBMITTAL DEADLINE: August 24, 2021

Section 1. PURPOSE OF REQUEST FOR QUALIFICATIONS

The City of San Fernando (City) invites qualified consulting firms to submit their proposals detailing their professional skills and qualifications to support the San Fernando Small Business Assistance Program.

The City seeks a consultant to assist with the distribution of General Funds/CDBG/CARES Act Funds that will be available to provide recoverable grants to small and micro businesses on a first-come, first-served basis or until funding is fully expended, whichever comes first. It is anticipated that a standard form professional services agreement contract will be signed subsequent to the City Council review and approval of the recommended firm.

Section 2. BACKGROUND

The City Council has directed staff to explore the option of hiring an independent consultant to assist in implementing the Small Business Assistance Program. One of the goals of the City is to assist small businesses and entrepreneurs in accessing emergency small business assistance, Small Business Administration (SBA) grants, private financing, and mentoring. The City would achieve this through a public/private partnership with a financial institution or Community-Based Development Organization (CBDO). The financial entity or CBDO would utilize their market positioning, business ingenuity, relationships, and expertise to develop a private-sector-oriented model to guide a small business or entrepreneur to emerge out of financial distress as a result of the coronavirus pandemic.

Section 3. NEEDS STATEMENT

The City has many small businesses struggling to survive due to the Safer At Home Executive Order for Los Angeles County. Many have limited access to capital and need support. Unfortunately, the demand is greater than the assistance that is available under SBA Programs. For small businesses that are not eligible to receive an SBA grant or loan, the City would provide microenterprises (five or fewer employees) with a \$5,000 grant, and small businesses (2 to 20 employees) with financial assistance up to \$10,000. The financial institution, or CBDO, would oversee the City's financial assistance to small businesses that total approximately \$400,000 in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds. The City seeks a financial institution or CBDO to provide the following services:

- i. Accept Small business applications for CARES Act assistance;
- ii. Review and assess (underwrite) applications for CARES Act assistance, including community development loans;
- iii. Issue checks to eligible businesses using CARES Act funds;
- iv. Development of small and microloan strategies and partner identification; and
- v. Monitor jobs created and/or retained due to the CARES Act assistance for those who receive grant funding.

As a benefit under the program, the selected financial institution or CBDO would gain the small business as a potential customer and could provide them with ongoing consulting services, business loans and customer support, however, this cannot be a requirement of the grant. A portion of the City's CARES Act funding may be used for start-up costs, research, or program implementation.

Section 4. DESCRIPTION OF INFORMATION REQUESTED

Consultants interested in responding should submit the following required information:

- i. Firm contact information;
- ii. Lead individual(s), biographies and affirmation of each individual's availability to perform;
- iii. Relevant client and client projects, including any projects within San Fernando;
- iv. Relevant experience on related projects interacting with elected officials;
- v. Statement of costs and hourly rates; and
- vi. Any other relevant material or information.

Section 6. Disclosures

The City reserves all rights to modify or terminate the selection process or not select a consultant at all. This RFQ and selection process does not constitute any type of offer and creates no contractual or other liability to the City.

The City reserves the right to:

- i. Make the selection based on its sole discretion;
- ii. Reject any and all proposals without prejudice;
- iii. Issue subsequent Requests for Qualifications;
- iv. Postpone opening for its own convenience;
- v. Remedy technical errors in the Request of Qualifications process;
- vi. Approve or disapprove the use of particular sub-contractors;
- vii. Negotiate with any, all, or none of the prospective firms;
- viii. Solicit best and final offers from all or some of the prospective firms;
- ix. Accept other than the lowest offer; and/or
- x. Waive informalities and irregularities in the proposal process.

Section 5. REVIEW OF INFORMATION

Upon receipt, the City will evaluate all submissions. Based upon the strength of the submissions in meeting the City's requirements, a shortlist of consultants will be contacted for the next steps or additional information. The City anticipates conducting mandatory interviews of a shortlist between September 7, 2021 and September 17, 2021.

The selected consultant shall enter a professional services agreement in the form provided by the City. The City reserves the right to reject any or all bids submitted by prospective consultants before the execution of an agreement. The City shall not be responsible for any costs associated with a consultant's preparation of a submission.

Section 6. HOW TO RESPOND

Please submit one original copy of your response to this RFQ in a sealed envelope addressed to the CITY CLERK DEPARTMENT at City Hall, 117 Macneil Street, San Fernando California, 91340, attention Julia Fritz, on or before August 24, 2021 no later than 3:00 P.M. (PST). An electronic copy of your RFQ may be send in lieu of a hard copy to Julia Fritz, City Clerk at jfritz@sfcity.org. Limit your response to no more than 20 pages. Please direct any questions regarding this RFQ to Julian Venegas, Director of Recreation and Community Services at jvenegas@sfcity.org or via telephone at (818) 898-1290.