

**THE ST. LOUIS LOCAL DEVELOPMENT CO.**

**REQUEST FOR PROPOSALS**

**FOR**

**PROFESSIONAL SERVICES**

**TECHNICAL ASSISTANCE IN THE FORM OF BUSINESS MENTORING**

**Proposals Due:  
5 p.m. CDT, June 25, 2015  
The St. Louis Local Development Company  
c/o St. Louis Economic Development Partnership  
7733 Forsyth Boulevard, Suite 2300  
St. Louis, Missouri 63105  
Attn: Rick Palank  
314.615.7667**

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REQUEST FOR PROPOSALS  
FOR PROFESSIONAL SERVICES  
TECHNICAL ASSISTANCE IN THE FORM OF BUSINESS MENTORING**

**I. PROJECT DESCRIPTION AND BACKGROUND**

The St. Louis Local Development Company (“LDC”) is a not-for-profit corporation operating under the umbrella of the St. Louis Development Corporation (“SLDC”) and staffed, in part, by employees of the St. Louis Economic Development Partnership (“SLEDP”). The LDC provides federally funded, low-interest loans to both start-up and established businesses located in the City of St. Louis. The loans are designed to help businesses grow and create new jobs, contributing to the City’s economic development.

The LDC is seeking a firm to provide technical assistance in the form of mentoring services (the “Services”) for a 12-month term beginning in July 2015, to approximately 30 businesses that have received or are applying for loans from the LDC and to other qualifying businesses. The technical assistance is intended to help the businesses create new jobs that will primarily benefit low- to-moderate income individuals, as defined by the United States Department of Housing and Urban Development (“HUD”). The scope of the Services to be provided and the requirements for proposals to provide such Services on the LDC’s behalf are outlined below.

**II. SCOPE OF SERVICES**

The Services to be provided will include, but will not be limited to, the following:

A. Individual and group mentoring sessions designed to help businesses succeed, create new jobs, and comply with loan requirements. The mentor will assess the specific needs of each business mentored and will provide counseling, training, and recommendations with respect to the business operation. Businesses may require assistance in developing or refining a business plan, planning market research activities, developing a marketing strategy or advertising plan, identifying sources of capital, or training on best practices for recruiting and managing employees. Businesses may also need appropriate referrals to accounting, legal, and technology-related experts to address issues specific to these disciplines.

B. The collection of job creation information. The mentor will collect information from each business mentored establishing the number of employees employed by the business at the start of the mentoring program and will collect job creation reports and employee certifications on a quarterly basis. The job creation report will identify the number and type of new jobs created. The persons employed in the newly created positions will be required to complete and submit a form certifying their employment with the business. The creation of new jobs will be a key objective of the mentoring program.

C. Monthly reports to the LDC summarizing the mentoring services provided to each business assisted, the amount of time spent providing those services, and the results achieved by the mentoring sessions, including the number of new jobs created.

### **III. CONTENT OF PROPOSALS**

Proposals to provide the Services outlined above must contain the following information:

A. Structure and Experience of Firm – A description of the firm’s organizational structure and history along with a detailed description of the firm’s experience providing business mentoring services similar to the Services required, including the type and number of clients served. The proposal should include examples of successes achieved for past/present clients as a result of the services provided.

B. Experience/Qualifications of Assigned Professional(s) – A detailed resume of the individual who will have primary responsibility for overseeing the Services and of the individuals who will be assigned to provide the Services, if your firm is selected.

C. Program and Schedule – Projected number of mentor hours to be provided during the 12-month term of engagement.

D. Evaluation Criteria – Identification and description of criteria to be used, both during and after the contract term, to measure the success of the mentoring Services provided.

E. Proposed Fees/Expenses – The fee to be charged for performance of all Services under the contract, including an explanation of how much time will be spent providing the Services and the manner in which the time will be allocated among key personnel. The proposal must also clearly itemize the type of expenses, other than fees, for which reimbursement would be sought. The cost of all Services to be provided may not exceed \$108,000.00.

### **IV. SELECTION CRITERIA**

Proposals will be evaluated by a Committee of the LDC and a firm selected based on the following criteria:

1. Demonstrated experience, qualifications, and capacity of the firm to provide the Services required;
2. Expertise and experience of the individuals who will be assigned to provide the Services;
3. Fee structure and reasonableness of costs; and
4. Responses of firm to RFP categories.

The LDC is an Equal Opportunity Employer. It does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, ancestry, or national origin in consideration of this award.

**V. AWARD OF CONTRACT**

The contract will be awarded to the firm whose proposal is determined by the LDC, in its sole discretion, to be the most advantageous to the LDC, after taking into consideration the criteria set forth above.

**VI. MBE/WBE/DBE PARTICIPATION**

The City of St. Louis is committed to the growth and development of women and minority business enterprises (M/WBE). It is the policy of the City of St. Louis to encourage minority participation in all contracts financed in whole or part by the City and its affiliated agencies and authorities. The City seeks to obtain participation by women and minority owned business enterprises and has as a goal at least twenty-five percent (25%) minority business enterprise participation and at least (5%) women business enterprise participation as defined in the Mayor's Executive Order #28, as amended. For additional information, please visit [www.mwdbe.org](http://www.mwdbe.org).

**VII. CONFLICT OF INTEREST DISCLOSURE**

All respondents must provide along with the proposal a statement regarding any potential conflict of interest issues that the firm and its principals might have if selected for the project. If the respondent does not have any such issues, please provide a statement stating that no potential conflicts of interest exist.

**VIII. LIVING WAGE COMPLIANCE**

The selected firm shall agree to comply with "Chapter 3.99 Living Wages" of the Revised Code of the City of St. Louis (Ordinance No. 65597).

**IX. UNAUTHORIZED ALIEN EMPLOYEES**

At the time the contract is signed, the selected firm shall, pursuant to the provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, as amended, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contract. The affidavit shall state that the firm does not knowingly employ any person who is an unauthorized alien in connection the contract.

**X. TERMS AND CONDITIONS**

Respondent acknowledges and accepts the following as a condition of Proposal submission.

1. LDC reserves the right to reject any and all proposals submitted.

Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. LDC also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, to waive any defects as to form or content of the RFP or any responses by any firm, and to negotiate with any respondent if and when, in LDC's discretion, LDC deems that to be in its best interest. Respondents may be asked to make one or more presentations and participate in interviews.

2. This RFP does not commit the LDC to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for Services. All submitted RFPs become the property of the LDC as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each respondent agrees for itself, its successors and assigns, to hold LDC, St. Louis Development Corporation, the City of St. Louis, and the St. Louis Economic Development Partnership and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such respondent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a respondent or negotiating or executing an agreement incorporating the commitments of the selected respondent.
4. Proposals shall be open and valid for a period of 30 days from the date of their submission to the LDC.
5. By submitting proposals, each respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

### **XIII. SUBMISSION OF PROPOSALS AND DUE DATE**

The original Proposal must be signed in ink by a person authorized to sign on behalf of the respondent. The fee must be expressed in both words and figures, and any changes or erasures on the proposal must be initialed by the person signing on behalf of the respondent.

One original and one electronic copy of the Proposal must be received at the address below no later than **5 p.m. (CDT), on June 25, 2015.**

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