

Brooklyn Park

Request for Qualifications



For business finance professionals to provide financial consulting services to organizations that will be funded under the city's American Rescue Plan Act (ARPA) and Brooklyn Park Economic Development Authority Community Partnership Program (CPP) community funding opportunity.

SOLICITING AGENCY:

Brooklyn Park Economic Development Authority
5200 85th Avenue N
Brooklyn Park, MN 55443

DUE BY:

March 7, 2022 at 5:00 p.m.

CONTACT:

Felicia Jappah
Project Coordinator – Pandemic Response
Felicia.jappah@brooklynpark.org

Request for Qualifications: Financial Services

Overview: The City of Brooklyn Park is requesting Statement of Qualifications from trained, local finance professionals interested in providing financial consulting services to organizations that will be funded under our American Rescue Plan Act (ARPA) and Brooklyn Park Economic Development Authority Community Partnership Program (CPP) community funding opportunity. The city is anticipating contracting with various community-based organizations on COVID-19 response programs that may have significant financial reporting requirements. The city is looking for accounting support for organizations that may need to augment their financial reporting capacity to complete their contractual requirements. This service will be optional for organizations that receive ARPA or CPP funds, and the final contract amount for financial services may vary widely based on the number of organizations who opt to utilize these services. Not all qualified applicants will be selected to provide paid services. The city will enter into a professional service contract with a limited number of qualified applicants and finalize contract deliverables during negotiations. A non-exclusive list of proposed deliverables is below.

Program background: The Community Funding opportunity from the City of Brooklyn Park will provide support to community organizations that are responding to the public health emergency or negative economic impacts caused by the COVID-19 pandemic as well as advancing inclusive economic development in Brooklyn Park. The city will fund community organizations providing services in a variety of categories to serve Brooklyn Park residents. Awarded applicants will enter into an agreement with the City of Brooklyn Park to deliver eligible programs. ARPA and CPP dollars will be used to fund the programs.

Proposed deliverables:

1. Over a contracted period, provide financial consulting to selected businesses or nonprofits.
2. Assist the organizations with financial reporting on the ARPA funding received and submitting all required financial documents for ARPA and city reporting requirements.
3. Support organizations in developing a financial reporting system (if applicable).
4. Train staff of contracted organizations on reporting submission requirements.
5. Be available to meet with clients during day, evening, and weekend hours. Meetings can be virtual with your own online meeting platform, in person at City Hall, or at the client's public business location during normal business hours.
6. Other services may be defined and requested by the partners.

Your Statement of Qualifications should include the following information:

1. Applicant name, contact information, and brief description of your business.
2. Indicate if you live or work in the City of Brooklyn Park or are local in the region.
3. If a business, provide verification of your registration with the state of Minnesota and evidence of good standing.
4. A resume(s) of key personnel who will be assigned to do this work.
5. Briefly describe your experience working with various cultural communities and the role equity and inclusion has played in how you work with your clients.

6. Provide a brief narrative about your/company's interest, ability, qualification, and experience with other related work, including any experience with federal financial reporting processes and working with small community-based organizations.
7. Include reference contact information of 2 organizations you have worked with in the past doing related work. Indicate the scope of work performed for these organizations.
8. Hourly rate for service, general meeting availability (e.g. evenings, weekends, or weekdays only), and preferred meeting format (e.g. virtual with your own platform or in person).

The applications will be evaluated based on professional qualifications and experience as well as history of working with diverse clientele particularly in the city of Brooklyn Park.

Timeline:

The below timeline is tentative and subject to change

| Activity | Date |
|---|------------------------------|
| Request for Proposals (RFQ) posted | Thursday, February 17 |
| RFQ due | 5:00 p.m. on Monday, March 7 |
| Invitations to interview | Week of March 14 |
| Interviews | Week of March 21 |
| Notification of Intent to Contract/Negotiations | Week of April 4 |
| Contract start date | Spring 2022 |
| Contract duration | Up to 12 months |

Disclaimer:

Please note that the City of Brooklyn Park is not obligated to award any contract and reserves the right to seek clarification of responses and waive minor irregularities and informalities. Estimated cost will be a factor in the qualification evaluation, but the city may choose not to select the proposal with the lowest cost estimate. The City of Brooklyn Park reserves the right to determine the contract amount, duration, fee structure, and payment terms with each financial services provider based on services provided, anticipated demand for services, and outcomes, as well as provider experience, qualification, and capacity.

Proposal review and interviews will be conducted by City of Brooklyn Park staff.

Submissions:

Please submit your application via email to felicia.jappah@brooklynpark.org with subject line "Financial Consulting Statement of Qualification - Applicant name: by 5:00 p.m. on Monday, March 7th 2022.

Questions:

If you have questions about this RFQ please contact: Felicia Jappah – Project Coordinator - Pandemic Response at 763.493.8030 or felicia.jappah@brooklynpark.org.