



COMMUNITY CAPITAL FUND

Community Capital Fund Request for Proposal (RFP) for Service Providers for Business and Stakeholder Engagement (PHONE SURVEYS) for the Overland Park Small Business Rescue Program

Introduction

Community Capital Fund (CCF) is soliciting proposals from interested service providers to support Phase 1 (Business and Stakeholder Engagement – Phone Surveys) of the Overland Park Small Business Rescue Program, which is funded through the U.S. Department of Treasury’s American Rescue Plan Act (ARPA), and that is seeking to provide immediate financial relief to small businesses in the City of Overland Park, Kansas (OPKS) with grant funds of up to \$50,000. The intent of the funding is to address the negative economic impacts businesses continue to face related to COVID-19 – including employee retention, substantial declines in gross receipts, and other economic harm due to the pandemic. CCF will administer \$3,000,000 in ARPA funds to address the needs of the small business community in OPKS.

Scope of Work – Phone Surveys

CCF is seeking a service provider to execute phone surveys to collect data to inform the Overland Park Small Business Rescue Program. CCF will provide the selected service provider with the created phone survey questions, as well as the survey contact list. The selected service provider will be responsible for implementing the phone surveys, subsequent clean-up of the phone survey data that is gathered and sharing the cleaned data to CCF by February 18, 2021.

Additionally, CCF is seeking a service provider to complete four (4) public meetings to engage directly with OPKS stakeholders that will augment the results of these phone surveys. All open RFPs are posted on the CCF website at <https://ccfkansascity.org/rfps>.

Estimated Timeline

- Phase One (December 2021 – February 2022) Business and Stakeholder Engagement
 - December 10: Requests for Proposal (RFP) for Service Providers Opens
 - December 20: Requests for Proposal (RFP) for Service Providers Closes
 - December 28: Requests for Proposal (RFP) Service Providers Selected and Notified
 - February 18: Surveys Data Submitted from Phone Survey Service Provider to CCF
- Phase Two (March 2022–April 2022) Small Business Plan Rescue Program Development
- Phase Three (May 2022–November 2023) Small Business Plan Rescue Program Rollout

Submission Requirements

Please submit a one-page proposal that includes your recommended process for the phone surveys, a cost-of-service quote, samples of prior work, and any professional references for similar work. Email your submission using the subject line of “OPKS Business Engagement RFP – Phone Surveys” to Michael Carmona at michael@ccfkansascity.org.

Frequently Asked Questions (FAQs)

Q: What is the American Rescue Plan Act (ARPA)?

A: The American Rescue Plan Act, from which the Overland Park Small Business Rescue Program funds are derived, seeks to ensure that further support to small businesses and microenterprises provides equitable opportunity for all businesses, their employees, and the communities they serve to recover from the pandemic. *“The American Rescue Plan Act enables the SBA to continue to lift up the cornerstones of our communities; the mom-and-pop businesses and nonprofits that provide essential services for our everyday lives, hire from within neighborhoods, and more.”* – U.S. Small Business Administration Senior Advisor Michael Roth

Q: How can I learn more about this RFP?

A. If you have additional questions about this RFP and how to apply, please contact CCF Program Manager, Michael Carmona, (816) 502-9584 or michael@ccfkansascity.org.

Q: What experience should I have in order to complete this project?

A: A service provider should have the experience in conducting phone surveys and the associated telephonic infrastructure in order to complete the project.

Q: Will CCF give preference to any specific type of service provider?

A: Yes, CCF will give preference to firms or contractors and minority and woman-owned firms that are based in Overland Park, Kansas.

Q: Can I apply to complete both RFP’s CCF has put out for this fund?

A: Yes, you can apply to both the Public Meetings and Phone Survey RFP’s. View the **OPKS Business Engagement – Public Meetings RFP** [here](#).

Q: Can I submit proposals for both RFPs that CCF has open to support Phase 1 Business and Stakeholder Engagement (PHONE SURVEYS and PUBLIC MEETINGS) of the Overland Park Small Business Rescue Program?

A: Yes, you can apply to both the Public Meetings and Phone Survey RFPs. All open RFPs are posted on the CCF website at <https://ccfkansascity.org/rfps>.