



Community Capital Fund
Request for Proposal (RFP) for Service Providers for
Business and Stakeholder Engagement (PUBLIC MEETINGS)
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 – Public Meetings) 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 – Public Meetings

CCF is seeking a service provider to plan and implement a minimum of four (4) public meetings to engage directly with local chambers of commerce, community stakeholders, and business owners from OPKS. Meetings will be held in strategic locations throughout the six wards of OPKS to allow for the highest possible attendance and participation of these target groups. CCF will manage event logistics including securing the locations and dates. The service provider will host and moderate the meetings while collecting data that will be shared with CCF by February 18, 2021. CCF will promote the public meetings.

Additionally, CCF is seeking a service provider to complete phone surveys to the OPKS small businesses community to augment the information collected during these public meetings. 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: Request for Proposal (RFP) Service Providers Selected and Notified
 - February 4: Small Business Sessions Completed by Public Meetings Service Provider
 - February 18: Events Data Submitted from Public Meetings 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 four (4) public meetings, 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 – Public Meetings” 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 to complete this project?

A: A service provider should have experience planning, hosting, facilitating, and reporting out public meetings, workshops, round tables, or community forums with diverse groups community members and stakeholders.

Q: Will the service provider for these events also be required to manage the event logistics?

A: No, CCF will manage event logistics and marketing efforts.

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 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>.