



Black Business and Professional Association Programs

Request for Information for Service Providers

Statement of Purpose

The Black Business and Professional Association (BBPA) is seeking proposals from suitably qualified service providers to help execute its delivery of services to Black small to medium sized businesses, under its Business Advisory Implementation Development Services (BAIDS) program.

The Black business community continues to face systemic barriers, further exacerbated by the COVID-19 pandemic which disproportionately impacted Black Businesses. In light of this urgency, we are sourcing service providers who can adapt quickly and efficiently, and demonstrate a strong sense of best practices, industry trends and research backed impacts on Black businesses. Additionally, service providers must be able to view the needs of the applicant through culturally sensitive and responsive lens.

The objective of this initiative is to identify service providers with experience in their required capacities to enable improvement for Black businesses in the overall operations of their business. The BBPA values service providers with strategic approaches, who look to continually inform, update, and improve the work they do with their clients. A demonstrated understanding of Black business culture is considered an asset, to ensure our applicants are supported and gain real value from the service provider intervention. Our ideal bidder provides leadership, insight, and expertise in their respective field.

About The BBPA

Founded in 1983, the BBPA is a non-profit, charitable organization that addresses equity and opportunity for the Black community in business, employment, education, and economic development. The BBPA's mission is to advance Canada's Black communities by delivering programs that support business and professional excellence, higher education and economic development.

SCOPE OF SERVICES REQUIRED

BBPA is seeking proposals from experienced and qualified service providers, in one or more of the following areas, for the execution of its deliverables under the BAIDS Program.

- Finance: Accounting, Bookkeeping, Banking & Cash-flow management, Venture Funding/Financial Planning
- Tax Services
- Business Consulting / Business Operations/Business Administration
- Project Management
- IT Implementation & Development
- Digital Marketing
- Start-up Readiness
- Legal Services
- Web Development/Graphic Design
- E-Commerce
- Business Plan Development

Key Deliverables:

Provide a brief overview of your company's relevant business and service offering capabilities to perform the requested services and functions. Identify any specific advantages your firm has to offer in relation to this assignment. Omit generalities and vague narratives.



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- Demonstrate your understanding of the BBPA's business and requirements. Provide an explanation of how you will ensure BBPA and applicants will receive the desired result, including but not limited to how you assure quality, and promote professionalism in your output.
- Provide specific approaches to be employed to satisfy what your firm feels are the most critical considerations for this assignment.
- Describe your approach i.e., how your firm will start services, including how you would interact with applicants during this preparation period and thereafter.
- Explain how your systems and tools possess the capability to successfully deliver the requirements, including but not limited to software capabilities, IT security, and ability to segregate BBPA content from that of your other clients.
- Provide a description of your firm's approach to maintaining good client relationships and delivering high-quality service. This will involve providing concrete examples, including but not limited to, performance metrics and indicator reports that we can expect to receive during business reviews and issue resolution, to the satisfaction of the BBPA and the applicant.

EVALUATION CRITERIA

PROPOSAL REQUIREMENTS AND SUBMISSION CONDITIONS

- A clear and comprehensive description of the service provider's understanding of the scope of work
- Name and qualifications of the service provider's employees who will be involved in delivering the service
- A statement indicating service provider willingness to sign a formal agreement and a Non-Disclosure Agreement
- Samples of relevant work and at least three references (recent clients) who could be contacted as references for service bid for.
- The BBPA reserves the right to see proof of capability, even if client references are submitted or where such references may not be available.

Method of Submission

- Proposals must be in PDF format and sent electronically via email to the Executive Director. All proposals must be marked with the bidder's name and reference the title of this Request for Information.

Inquiries and Questions

- All inquiries must be directed to the Executive Director as identified below.



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Administration and Management

- Administration and reporting of this RFI will be managed by Executive Director:
Frances Delsol, Executive Director
180 Elm Street
Toronto, ON
Phone: 437-992-5071
purchasing@bbpa.org

SELECTION PROCESS

Mandatory Requirements

In addition, the Key Deliverables above, the following criteria are mandatory and considered to be prerequisites for prospective bidders intending to respond to this RFI:

- The proponent must produce a document detailing a clear understanding of the project work, including description of the overall approach, methods and techniques, and major information sources that will be used to produce the deliverables
- The proponent must be willing to sign a contractual agreement and an NDA with BBPA
- The proponent must be willing and capable of meeting time parameters to be defined upon selection.
- The proponent must be willing to provide reports as requested by the BBPA
- There must be no conflict of interest, potential conflict of interest, or appearance of a conflict of interest, on the part of the proponent, to be determined solely by BBPA.

Selection Criteria

The following criteria will be used to select a successful service provider:

- Demonstrated knowledge and relevant experience
- Quality of written proposal and understanding of the work required
- Proposed fees
- Extent of work proposed in relation to costs
- Past Performance
- Three (3) satisfactory references related to involvement in in service quoted.



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Liability and Insurance

The proponent may be required to secure and maintain during the terms of the Agreement the following:

- Comprehensive general liability insurance on an occurrence basis for an amount not less than one million (\$1,000,000) dollars.
- Automobile Liability Insurance for an amount not less than two million (\$2,000,000) dollars.
- Professional Liability – A Professional Liability Insurance Policy, in an amount not less than one million dollars (\$1,000,000);
- Errors and Omissions Liability Insurance: The Successful Respondent Errors and Omissions Liability Insurance, in the amount not less than one million dollars (\$1,000,000);
- Other Insurance – Any other type, (including special and specific project professional liability insurance) form or as otherwise may be required from time to time.

If the proponent does not have this insurance, he/she should declare it in the proposal of service.

GENERAL TERMS AND CONDITIONS

Acceptance of Proposals

- This RFI neither expresses nor implies any obligation on the part of BBPA, to enter into a contract with any proponent submitting a proposal.

Rejection of Proposals

- BBPA reserves the right to reject any or all proposals for failure to fully satisfy the selection team that the specifications and the requirements for the RFI have been adequately met. Any award resulting from this RFI is subject to the successful completion of a contract between the successful vendor/supplier and BBPA
- It is the Proponent's responsibility to avail themselves of all the necessary information to prepare a compliant proposal in response to this RFI. (The Evaluation Committee is under no obligation to seek clarification of a proposal from a Proponent.)

Right to Amend

- BBPA reserves the right to amend or supplement the RFI, giving equal opportunities to all proponents who have been invited to bid, by way of an issued addendum.

Acceptance or Non-Acceptance of Proposal

- Neither the lowest priced nor any proposal shall necessarily be accepted, and the decision of BBPA is final. If BBPA decides to accept a proposal, then this acceptance and the making of an award will be in writing. Unless and until such written notification has been given, there is no successful vendor/supplier, and no award has been made.



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Associated Costs

- There will be no payment to proponents for the work related to and material supplied in the preparation of responses to this RFI.

Previous Communications

- This RFI document contains the entire requirements relating to this RFI. Other information or documentation provided to a proponent or obtained by a proponent prior to the release of this RFI, or any other time shall not have any force or effect.

Conflict of Interest

- It is the proponent's responsibility to ensure that no perceived or real conflict of interest exists for any of the company's personnel involved in the campaign.
- In addition to the other information and representations made by each proponent in the proposal, each proponent must declare whether it has an actual or potential Conflict of Interest. If, at the sole and absolute discretion of BBPA, the proponent is found to be in a Conflict of Interest, BBPA may disqualify the proposal submitted by the proponent.

Cancellation of RFI

- Due to unanticipated expenditure constraints, this RFI may be cancelled at any time without liability by BBPA to prospective agencies or to any other entity.

Authorization

- To be considered a valid response, a proponent's submission must be completed and signed by an authorized company official.

Irrevocable

- Bid submissions will be irrevocable for a period of sixty days from the closing date.

Canadian Funds

- Prices must be provided in Canadian funds.

Reliance on oral comments

- For purposes of this RFI and questions concerning the RFI, no bidder shall consider any oral representations or statements by an officer or employee of the BBPA to be an official expression, unless such oral representation or statement is authorized by Frances Delsol, Executive Director, in a written communication. Any attempt to circumvent this process may result in immediate disqualification from the evaluation process.

BBPA, its employees, agents and consultants expressly disclaim all liability for representations, warranties expressed or implied or contained in, or for omissions from this RFI package or any written or oral information transmitted or made available at any time to a proponent by or on behalf of BBPA. Nothing in this RFI is intended to relieve proponents from forming their own opinions and conclusions in respect to this RFI.