



## **REQUEST FOR QUOTE**

### **Urban League of Broward County**

RFQ#EC-11072025-O

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#### **SERVICES FOR** Small Business Support Consultant Operations

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***Issue Date:*** November 7<sup>th</sup> 2025

***Due Date:*** December 5<sup>th</sup> 2025

## INTRODUCTION

The Urban League of Broward County's Entrepreneurship Center and its subsidiary, the Central County Community Development Center is a Community Development Financial Institution (CDFI) dedicated to supporting small businesses and entrepreneurs through access to capital, training, and advisory services. We are seeking qualified consultants to provide small business consulting services to our clients.

### 1. PURPOSE OF RFQ

#### 1.1. STATEMENT OF PURPOSE

The purpose of this Request for Quotes (RFQ) is to select one (1) Consultant to provide the services outlined in the scope of work on behalf of the Urban League of Broward County (ULBC), located in Central Broward County.

The selected contractor will enter into a fixed-term contract with ULBC to complete the scope of work outlined herein.

#### 1.2 CONTRACTING RESULTING FROM RFQ

This QUOTE REQUEST (RFQ) (Solicitation No. EC-11072025-M) is issued to secure a contract with a consultant to provide services as described herein. The resulting agreement shall be subject to the terms and conditions established by ULBC and will incorporate the Contractor's scope of work, compliance obligations, and performance schedule.

#### 1.3 PERIOD OF PERFORMANCE

The contract period is for 6 months beginning in early 2026. The exact date is based on program enrollment and will be determined. The selected Contractor shall complete all work within this period.

ULBC reserves the exclusive right to make any and all determinations it deems necessary to protect the best interests of its organization, programs, and the communities it serves, whether directly or through subcontractors. Any adjustments to the project timeline due to unforeseen conditions or delays must be approved in writing by ULBC. All proposers must be willing to negotiate and enter into a contract reflecting these terms, as applicable. Final contract terms and additional conditions will be incorporated based on legal counsel review and approval.

#### 1.4 CONFLICT OF INTEREST

ULBC and its employees, representatives, or agents are bound by federal and state regulations and/ or the Conflict-of-Interest policy. All proposers must disclose in their Conflict-of-Interest Disclosure the name of any officer, director, or agent who is affiliated with as an employee, board member, provider, or other stakeholder. All proposers must also disclose the name of any stakeholder who owns, directly or indirectly, any interest in the proposer's business or any of its branches. Additionally, all proposers must disclose any business relationships or family ties with any officer, director, subcontractor, contracted provider, or employee of ULBC.

## 2. RFQ PROCESS & INFORMATION

### 2.1 CALENDAR OF EVENTS

Listed below is the calendar of important actions, including dates and times by which these actions must be taken or completed. If the organization finds it necessary to change any of these dates or times, it will do so by addendum. Any addendums will be posted on the dedicated website.

Quotes will be received until **December 5th, 2025, by 4:00 PM EST** for furnishing the services described herein.

	Estimated Calendar of Events	Date
1	RFQ Issue Date	11/07/2025
2	Technical Questions Email Questions Only to: <a href="mailto:Bdesir@ulbcfl.org">Bdesir@ulbcfl.org</a>	11/19/2025
3	Response to Technical Questions	11/21/2025
4	Quote Submission Due Date	12/05/2025
5	Notifications and Final Selection	12/19/2025
6	Contract Negotiations	1/2026
7	Start Date	Early 2026 exact date TBD

### 2.2 QUESTIONS

Any questions from Proposers regarding this RFQ shall be submitted via email, identifying the submitter, to [Bdesir@ulbcfl.org](mailto:Bdesir@ulbcfl.org) by the specified date in the Calendar of Events. All questions and/or changes to the RFQ will be posted on the dedicated website. It is the Proposer's responsibility to check the website for updates.

### 2.3 ADDENDA

The Urban League of Broward County (ULBC) has the absolute right to cancel, amend, modify, supplement, or clarify this RFQ at any time in its sole discretion. If any revisions become necessary or appropriate, as determined in the sole discretion of the, an addendum issued by will be posted. Failure to follow the RFQ guidelines could result in a determination that the Quote is non-responsive.

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## 1. SCOPE OF WORK

### 2.1. GENERAL STATEMENT

Urban League of Broward County requests Quotes for all activities and any other allocations provided to the Urban League of Broward County.

### 2.2. STATEMENT OF WORK

This Statement of Work (SOW) outlines the key responsibilities and expectations for the selected Contractor in collaboration with. However, the scope of work is not limited to the following:

#### II. STATEMENT OF WORK

The successful Contractor will provide the following:

#### SCOPE OF SERVICES

We are looking to select consultants to provide individual and/or group training in the area of marketing. Sessions may be virtual or in person.

Services are to include but not limited to:

- Streamlined workflows for core business functions (e.g., sales, fulfillment, customer service)
- Reduced redundancies and manual tasks
- Documented standard operating procedures (SOPs)

#### PROGRAM OUTCOMES

- Completed SOPs
- Be familiar with fundamental components of creating daily operations.
- Have a toolkit of applications and resources for their operations

#### SAFETY

Contractors shall execute and maintain their work to avoid injury or damage to any person or property. In carrying out its services, the Contractor shall at all times comply with all applicable local, state, and federal laws, rules, and regulations and shall exercise all necessary precautions for the safety of all persons appropriate to the nature of the work and the conditions under which the work is to be performed.

## 3. RFQ SUBMISSION PROCESS & INSTRUCTIONS

### 3.1. QUOTE SPECIFIC REQUIREMENTS

To evaluate a potential qualified licensed general contractor, the Urban League of Broward County requests the following information:

Please include the following in your quote:

1. Company/Consultant profile
2. Description of relevant experience
3. Proposed approach and methodology
4. Fee structure and hourly rates
5. References (minimum of two)
6. Any certifications or licenses

### 3.2. QUOTE FORMAT

1. Quotes must be submitted in PDF format.
2. Proposers should ensure that all documents, including attachments, exhibits, and supporting materials, are submitted in PDF format.

### **3.3. SUBMISSION REQUIREMENTS**

1. Please include the following in your quote:
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6. References (minimum of two)
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### **3.4. EVALUATION CRITERIA**

Proposer qualifications will be evaluated by a Review Committee composed of professionals from various disciplines. Evaluations will be based on the following criteria, including but not limited to:

1. Quotes will be evaluated based on:
2. Relevant experience and qualifications
3. Cost-effectiveness
4. Proposed approach
5. References and past performance
6. Alignment with our mission and client needs

Quotes received after the deadline will not be opened or considered. Incomplete or non-responsive Quotes may be disqualified at ULBC's discretion. All Quotes and supporting documentation shall remain the property of and will be maintained according to ULBC's record retention policy. Quote contents shall be kept confidential to the extent permitted by applicable laws and procurement policies.

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## **4. NOTICE TO PROPOSERS**

### **4.1. COMPLIANCE WITH LAWS/RULES/REGULATIONS**

The selected Contractor(s) shall comply with all laws, rules, codes, ordinances, licensing, bonding, and permit requirements that apply to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, the Contractor(s) shall comply with the Immigration and Nationality Act, the Americans with Disabilities Act, the Clean Air Act, and all prohibitions against discrimination based on race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of such laws shall be grounds for Contract termination. Suppose the proposer outsources any work or job to a sub-proposer. In that case, the prime proposer will be responsible for ensuring that all sub-proposers meet the requirements outlined in this RFQ and the resultant contract.

### **4.2. ACCEPTANCE/REJECTION OF QUOTES AND WAIVER OF IRREGULARITIES**

The reserves the right to reject any and all Quotes, and/or to re-advertise, to waive any defects, irregularities, informalities, or technicalities therein, to negotiate Contract terms with the successful Proposer, to disregard all non-conforming or non-responsive parts of a Quote, or to accept any Quote which, in the 's sole judgment will best serve its interests. They may supplement, amend, modify, and/or expand the solicitation requirements, accept Quotes from one or more Proposers, in whole or in part, and award only a portion of this solicitation. The reserves the right to cancel this RFQ solicitation at any time without any liability and to cancel the award of any Contract at any time before execution of said Contract by all parties without any liability to the. In consideration of the evaluation of submitted Quotes, the Proposer, by submitting its Quote, expressly waives any claim for damages of any kind whatsoever, in the event the exercises its rights.

### **4.3. DISQUALIFICATION**

The Quote and the Proposer shall be disqualified if:

1. The Proposer or affiliate has been placed on the discriminatory vendor list pursuant to Section 287.134, Florida Statutes.
2. The Proposer or affiliate has been placed on the federal suspension and debarment list.
3. The Proposer or affiliate has not complied with an official order of any agency of the State of Florida or the United States to repay disallowed costs incurred during its conduct or projects or services.
4. The Proposer or affiliate has failed to perform any contractual obligation with the ULBC in a manner satisfactory to the ULBC; or has failed to correct unsatisfactory performance to the satisfaction of the ULBC.
5. The Proposer or affiliate had a contract terminated by the , by any other , State agency or Federal agency.
6. The Proposer or affiliate or any of its staff have participated in the development of the RFQ documents for this Solicitation.

### **4.4. NO DISCRIMINATION**

CCCDC will adhere to Title VII of the Civil Rights Act of 1964.

### **4.5. NOTICE OF CONTRACT AWARD**

Urban League of Broward County (ULBC) anticipates awarding Contract(s) to the responsible and responsive Proposer(s) whose Quote is determined, in writing, to be the most advantageous to the ULBC, taking into consideration the price and the other criteria set forth in this RFQ. ULBC will email the Successful Proposer. If the notice of award is delayed, in lieu of posting the notice of the intended award, ULBC will post or email a notice of the delay and a revised date for posting the notice of the intended award.

The selected proposer(s) will be notified via email. If the notice of award is delayed, ULBC will provide a written notification of the delay and include a revised date for the anticipated award announcement. This notification may be communicated by email or posted to ULBC's procurement platform, as appropriate. ULBC is not obligated to disclose proposer scores, rankings, or deliberations unless explicitly stated in the solicitation. All Quote documents and evaluation materials shall be retained in accordance with ULBC's file retention policy and may be subject to federal and state audits.

#### **4.6. WITHDRAWAL OF QUOTE**

The Proposer may withdraw its Quote before the opening of the Quotes by submitting a written request signed by an authorized representative of the firm and email to [Bdesir@ulbcfl.org](mailto:Bdesir@ulbcfl.org).

#### **4.7. PRE-CONTRACTUAL EXPENSES & COST OF PREPARATION**

ULBC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its Quote in response to this RFQ, negotiating with the any matter related to the Quote, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

#### **4.8. INSURANCE REQUIREMENTS**

ULBC requires contractors to obtain appropriate insurance coverage within the prescribed minimum limits set forth for the proposed goods and/or services. The required proof of insurance must comply with all federal, state, and local requirements as required for executing the proposed goods and/or services. The Urban League of Broward County reserves the right to review and procure builder's risk insurance instead of the insurance selected by the Contractor or in addition to insurance proposed by the Contractor, at its discretion.

#### **4.9. FEDERAL & STATE PROCUREMENT COMPLIANCE**

As applicable, proposers must adhere to federal and Florida state laws and regulations, including but not limited to:

##### **Equal Employment & Non-Discrimination**

Equal Employment Opportunity (Executive Order 11246) prohibits discrimination in hiring and requires affirmative action plans.

Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) ensures accessibility compliance in construction projects.

Minority/Women-Owned Business Enterprise (MWBE) & Section 3 Compliance (HUD Section 3 Program, F.S. § 287.09451) promotes the inclusion of disadvantaged businesses and local hiring efforts.

##### **Federal and State Contracting & Procurement Standards**

2 CFR 200.318-327 (Uniform Guidance) establishes procurement requirements for federal funds, including competitive bidding and contract oversight.

Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) prohibits federal funds from being used for lobbying efforts. Florida Preference Law (F.S. § 287.084) grants preference to Florida-based businesses when competing against out-of-state firms.

Buy America Act (41 U.S.C. 8301-8305) and Build America, Buy America Act (BABA) (Public Law 117-58) require federally funded infrastructure projects to use domestically manufactured iron, steel, construction materials, and other U.S.-made products unless a waiver is granted.

##### **Debarment & Transparency Requirements**

Debarment and Suspension (Executive Orders 12549 & 12689) prohibit federally debarred contractors from bidding. Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Florida Debarment Law (F.S. § 287.133) prohibits contracts with any persons or entities convicted of public entity crimes, barring them from bidding on public contracts.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.