

REQUEST FOR SERVICES

A. Statement of Purpose

Appalachian Community Capital (ACC) is seeking a consultant to assist in implementing a development services initiative for ACC members and other CDFIs in the Appalachian Region.

B. Background Information

Formed in 2013, ACC) is a non-profit organization whose mission is to increase business lending by member institutions that serve underserved people and communities in the Appalachian Region. At present, ACC has 19 high-performing members that are mission-driven community development lenders committed to meeting the credit needs of rural Appalachia.

ACC's service area is made up of the Appalachian Region, as defined by the Appalachian Regional Commission, which includes 420 counties comprising all of West Virginia, and portions of Alabama, Georgia, Kentucky, Maryland, Mississippi, New York, Mississippi, Ohio, Pennsylvania, South Carolina, Tennessee, and Virginia.

ACC is exempt from income tax under Section 501(c)(4) of the Internal Revenue Code. ACC is also certified by the U.S. Department of the Treasury as a Community Development Financial Institution (CDFI).

C. Tasks to be Accomplished

Task 1: Determine which components of an ACC development services initiative can be implemented by year-end 2019.

- 1.1. *Timeline: By July 1, 2019, identify components of development services concept paper that will produce the maximum positive impact*
- 1.2. *Outcome: ACC will be better positioned to offer training and technical assistance to promote information sharing and increase the knowledge of ACC members and other CDFIs in the region.*

Task 2: Implement peer-to-peer exchange sessions for ACC members

- 1.3. *Timeline: Complete structure for peer-to-peer exchange sessions and schedule at least two sessions by year-end.*
- 1.4. *Outcome: ACC will have a peer-to-peer structure that will address priorities of ACC members and that can be replicated beyond 2019.*

Task 3: Solicit interest from ACC members and other CDFIs in the region in applying for scholarships and travel stipends to attend conferences targeted to the CDFI industry.

- 1.5 *Timeline: Prepare marketing materials for scholarship/travel stipend applications for at least 10 CDFI staff to attend three events during the 4th quarter of 2019. Examples include: ARC Summit, OFN Conference, and Richmond Federal Reserve forum. Coordinate registration, reimbursements, evaluations, and other tasks.*
- 1.6 *Outcome: CDFI staff in organizations with resource constraints can share information, apply practical solutions to their day-to-day work and stay abreast of CDFI industry priorities.*

Task 4: Begin building a resource library for ACC website.

- 1.7 *Timeline: Assemble training materials and web links for posting on ACC's website during the first quarter of 2020.*
- 1.8 *Outcome: Creation of an electronic library of topical subject matter that can be used as reference materials by ACC members and other CDFIs.*

Deliverables

All deliverables are due between July 1, 2019 and the end of the period of performance, December 31, 2019.

Contract Details

- Period of Performance – July 1 – December 31, 2019, with options for renewal.
- Payment, Incentives, and Penalties – Maximum fee for project: \$30,00 - \$40,000
- Contractual Terms and Conditions – A template of the independent contract form used by ACC is attached.

How to Submit a Proposal

Please submit the following by June 28, 2019, to Donna Gambrell at dgambrell@acc1.org. Electronic versions welcome.

1. A summary of your recent and relevant projects.
2. A firm estimate of the fees to be charged and an estimate of expenses that would be incurred.
3. Resumes of all consultants who would be involved in the project.
4. A list of references who can be contacted regarding your previous work experiences.