

# PROGRESSOKC

**Progress OKC**  
**Generation Impact Business Accelerator**  
**Request for Qualifications**  
**For Facilitators/Instructors**  
**And**  
**Business Consultants**

**RFQ Date of Release: Monday, August 28, 2023**

**\*RFQ Proposal Response Due: Friday, September 15, 2023**

**Responses may be submitted via email to Kimberly Francisco, Executive Director**

**[Kimberly.Francisco@progressokc.org](mailto:Kimberly.Francisco@progressokc.org)**

**405-604-6780 (Ext.111)**

Progress OKC is a 501c3 nonprofit Community Development Corporation created to support and revitalize Oklahoma City communities that have experienced significant disinvestment.

Our mission is to strengthen and preserve the social and economic fabric in Oklahoma City's underserved communities by engaging in programs and partnerships focused on housing stability, economic mobility, quality of place, and education.

We are seeking experienced industry and/or subject matter experts, and/or entrepreneurship service professionals to work as:

- **Facilitator/Instructor** of FastTrac curriculum over the course of 13 weeks. Facilitators will coach and guide business founders in developing a comprehensive business plan as well as a business pitch.

And

- **Consultants** to provide business support services specific to Finance, Legalities, Marketing/Media. Coaching and curriculum facilitation, along with individualized support to Generation Impact founders, providing oversight as founders develop a comprehensive business plan and pitch of their respective businesses.

**Facilitators/Instructors and Consultants should meet one or more of the following qualifications:**

- Relevant industry experience or expertise with Small Business Development as well as business plan development.
- Entrepreneurial experience as a business owner, founder, or experience working with entrepreneurs in a professional capacity.
- Professional expertise in areas such as business strategy, marketing, finance, or operations that are relevant to the accelerator program.
- They should also be committed to Generation Impact goal of accelerating the minority entrepreneurship ecosystem. Be available to participate in regular meetings and review sessions, both in-person and virtually.

After receipt of applications, the submissions will be reviewed for completeness by Progress OKC. The next phase of the selection process will consist of review and evaluation of the proposals based upon, but not limited to, the following criteria: qualifications and their demonstrated expertise with business support services. Ability to provide insurance coverage. Prior experience as well as competitiveness of proposed fee schedule. Selections will be made in an ongoing basis. If you wish to apply, please provide the details below:

**Name**

**Legal Entity Name**

**Phone Number**

**Email Address**

**Address**

**City**

**State**

**Scope of work**

**Fee schedule**

**Professional References**

### **Qualifications Section**

Attach a single document combining the following:

- (1) Statement of Professional Credentials and Qualifications - List all professional services you feel you or your firm are qualified to perform.
- (2) Representative Work - Present a summary and/or examples of at least three (3) projects completed that are relevant to your expertise.
- (3) Evidence of Professional and Business Licenses and Insurances for Professional Liability.

Elevator Pitch – Provide us with three sentences about the type of work you do and what you help your clients achieve. This, along with the website, will be presented to potential clients to help them determine who to work with. Company Logo W9 form - Please provide a completed W9 form.

I attest that all information provided in this application is true and accurate to the best of my knowledge. I understand that any false statements or omissions may result in disqualification. I also understand that any information provided in this application may be verified by the Progress OKC team and that failure to provide accurate information may result in disqualification. To indicate your understanding and attestation, type the words "I understand, and I attest" in your email response.