

Request for Proposal

RFP: Proactive Legal Audits	Proposal Due By: 12-10-2022	Colorado Enterprise Fund
<p>Project Overview: Colorado Enterprise Fund (CEF) is an award-winning nonprofit community development financing institution founded in 1976. We spur entrepreneurship and economic vitality in Colorado communities by providing loans and business navigation services. We make loans from \$1,000 to \$1,000,000 to small businesses that do not qualify for traditional financing, helping them participate in the economic mainstream and fulfill their dreams of business ownership. We offer to all borrowers extensive strategy, marketing, accounting, and legal support through our Business Navigators team of experts.</p> <p>The individual assigned this project will hold a Juris Doctor degree from an accredited university; will provide learning support documents, author a process, and pilot the process for a proactive legal audit of CEF borrowers; will train existing attorneys in this audit and remain a part of the Business Navigators team to perform audits; will engage in additional legal support of CEF borrowers as assigned and contractor is available.</p> <p>Attorneys with a proven record of serving small businesses is required, as is experience creating learning materials on legal topics. Past support of businesses owned by Black Americans or people of color (BIPOC) or women is a plus. Another plus is working with the SBA in any capacity or being recognized by the SBA for service.</p> <p>This is a 1099 Contractor role.</p>		
<p>Project Goals:</p> <ul style="list-style-type: none"> ● Ensure proper legal structure is in place after new customers become borrowers ● Reduce ill effects of new borrowers encountering legal challenges unprepared ● Develop a procedure and supporting learning documents in support of the project 		
<p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Develop a checklist of legal competencies, registrations, and documents required for the typical small business or start-up, including businesses that hire W-2 and 1099 workers. Include a subset for contractors and food businesses, plus other business sectors as assigned. 2. Research learning resources on CEF’s customer support site https://coloradoenterprisefund.initiateprosperity.org/ to determine what is missing. Login code - CEFWELCOME 3. Write, for inclusion on Initiate Prosperity, learning resources as needed. 4. Assist Business Navigator manager in engaging the services of a video production firm to deploy some learning resources as videos. 5. Assist Business Navigator manager engaging the services of a translator to make selected learning resources available in Spanish. 6. Write and pilot a procedure for auditing new CEF customers according to item #1 above and 		

recommending self-learning resources on Initiate Prosperity. Improve the procedure as experience dictates.

7. Include in the procedure steps for tracking the procedure progress and outcomes is CEF's CRM, Zoho.
8. Create a version of this audit as a survey to be completed by a customer during the lending process, to be verified by attorneys post loan closing.
9. Perform initial new customer audits, continually improving the written procedure, the written survey/audit and learning resources.
10. Train two existing Navigator attorneys in the new procedure, assisting and coaching as needed.
11. Perform time tracking and other standard internal procedures performed by CEF contractors.
12. Participate in Business Navigators team meetings if requested.
13. Perform additional tasks pertaining to this scope of work as they are envisioned.
14. Assist the Manager, Business Navigators, in improving these envisioned procedures.
15. If services are requested by CEF and the successful contractor's time is available, provide legal services to CEF's customers.

Note: This project presupposes a continuing need with ongoing work. It has no established end date, though an end may be imposed by CEF at any time due to funding availability and state and federal regulations. We will formally review performance after 3 months, then at 12 months recurring, to determine continuance.

Evaluation Metrics and Criteria

- Productivity towards each of above goals and items in statement of work.
- Positive customer experiences as expressed to non-attorneys on the Navigator team and others in CEF; negative customer experiences.
- Metrics to be derived from Zoho of reactive legal needs before and after live date of Proactive Legal Audits.
- Innovation in the project superior to original conception, to better meet the above goals and items in statement of work.

Submission Requirements

1. Submit a document addressing your plan for accomplishing the Statement of Work.
2. Submit a cover letter and resume.
3. Submit addition documents or links describing past work products relevant to this RFP.
4. State your proposed hourly rate for this 1099 contractor role. Note that we seek the best value for investing in the chosen candidate's experience and capabilities. We expect 2 proposed hourly rates for:
 - scope of work items 1-14
 - scope of work item 15.
5. State your proposed average hours per week.
6. Propose additional project costs you envision.

Project Due By: **As agreed in contract awarded.**

Budget: **As agreed in contract.**

Contact: **Robert Anderson**
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