



Request for Consultant Qualifications (RFQ)

Submission Due Date: November 15, 2019

Overview

As part of Governor Andrew M. Cuomo's Buffalo Billion investment plan, \$65 million is dedicated to the revitalization of Buffalo's East Side through transformational capital investments in targeted areas along four East Side Commercial Corridors (Michigan, Jefferson, Fillmore, and Bailey). Empire State Development (ESD) and the City of Buffalo partnered with the University at Buffalo Regional Institute (UBRI) to reach out to community members, to listen, analyze past investments and create a comprehensive plan focused on what key stakeholders said they'd like to see happen and what projects they believe are important for promoting economic activity.

Understanding the tremendous opportunity to leverage New York State's \$65 million East Side Corridor Economic Development Fund, private and philanthropic organizations created a pooled \$8 million East Side Collaborative Fund to support operations, programs, capacity building, and community infrastructure associated with five capital initiatives. **East Side Avenues** brings together these public and private funders, community non-profits, anchor institutions, consultants and the City to plan and coordinate revitalization activities aimed at improving economic conditions on Buffalo's East Side.

East Side Avenues will be run by a Project Implementation Team (PIT) from UB's Regional Institute (UBRI). The project's goal is to fund, plan and coordinate revitalization strategies and initiatives aimed at improving economic conditions on Buffalo's East Side. UBRI is the research enterprise of the University at Buffalo School of Architecture and Planning.

To date, East Side Avenues funders include: Bank of America, Cannon Heyman & Weiss, LLP, Community Foundation for Greater Buffalo, Empire State Development,



Evans Bank, Five Star Bank, Key Bank/First Niagara Foundation, The John R. Oishei Foundation, M&T Bank, The Margaret L. Wendt Foundation, Northwest Bank, Ralph C. Wilson Jr., Foundation, The Weiss Family Foundation, and Western New York Foundation.

Description of Work

Select organizations located on Buffalo's East Side will be provided with resources designed to strengthen their organizational infrastructure and operating processes.

The organizations will vary greatly in size and scope. It is anticipated that organizations will have different needs and that capacity-building efforts will be tailored to each. Funds to implement capacity-building strategies will be available to organizations.

Consultants/firms with experience in conducting organizational assessments and developing of capacity-building plans, particularly in the neighborhood and community/economic development arena, as well as those with expertise in the areas listed below are encouraged to respond:

- Organizational Development
- Cultural Competency
- Finance and Business Planning
- Information Technology
- Cultural Tourism
- Strategic Planning/Visioning
- Succession Planning
- Board Governance
- Fund Development
- Program Evaluation
- Marketing and Public Relations, including Social Media
- Grant writing and reporting

Timeline

It is anticipated that the provision of services will begin in late 2019 or early 2020.





Eligibility Criteria

Individual consultants/firms are welcome to submit qualifications. Consultants/firms must be willing and available to spend significant face time with organizations which may include evening and/or weekend meetings.

To avoid real or perceived conflict of interests, consultants and firms whose owner/principal also serve as employees or Board members of East Side Avenues funders are not eligible for consideration for this initiative. In addition, a consultant or firm whose owner/principal serves as an employee or Board member of a participating organization will not be eligible to work with that particular organization.

Guidelines for Submitting Qualifications

Please submit a letter of interest containing the following information to Glenda M. Cadwallader at gmc@cadwalladerconsulting.com by November 15, 2019:

1. Contact information
2. The category or categories of consulting in which you have expertise and proven success
3. A description of your primary skills sets and how you acquired them
4. A description of diversity, equity and inclusion-related work in which you have engaged
5. A description, where applicable, of your consulting experience with nonprofit organizations, especially those located within marginalized communities, in the following areas:
 - Organizational Development
 - Cultural Competency
 - Finance and Business Planning
 - Information Technology
 - Cultural Tourism
 - Strategic Planning/Visioning
 - Succession Planning
 - Board Governance
 - Fund Development



- Program Evaluation
- Marketing and Public Relations, including Social Media
- Grant writing and reporting
- Neighborhood; community and/or economic development

6. A list of 2017, 2018 and 2019 nonprofit clients

Please contact Glenda M. Cadwallader at gmc@cadwalladerconsulting.com with questions. All submissions will be acknowledged within three working days of receipt.

Visit EastSideAvenues.org for more information about the East Side Avenues initiative and to download an electronic copy of this RFQ.