



U.S. Small Business
Administration



hispanicfederation

U.S. Small Business Administration

Congressional Community Projects

REQUEST FOR CONSULTANT PROPOSALS

Crear y Crecer su Negocio Small Business Initiative

[Hispanic Federation \(HF\)](#) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and environment. Since its inception in 1990, HF has focused on supporting and strengthening Latino led community-based nonprofit organizations as a key instrument for social justice and economic empowerment.

Project Overview

Hispanic Federation (HF) seeks a consultant (individual and/or entity) to create a scope of work and learning curriculum outline defining topics, time frame, outcomes and requirements that would meet the needs of the Latino small businesses within New York's 13th Congressional District (NY-13). In collaboration with the U.S. Small Business Administration (SBA) Congressional Community Projects, HF's Crear y Crecer su Negocio Small Business Initiative aims to provide culturally and linguistically (Spanish/English) competent services and support to strengthen the entrepreneur community in NY-13. Through this initiative, HF will be creating a toolkit for launching new ideas and growing a business, fostering small business learning circles and conversations, and hosting virtual business resiliency workshops to support Latino entrepreneurs in their recovery efforts. As part of this initiative, the consultant will work with up to 4 community-based organizations that are HF subgrantees under this federally funded grant to understand and gather information on small business needs for the creation of the curriculum outline and scope of work.

Total Funds Available

Up to \$10,000.

Funding Period

October 15, 2024 through December 31, 2024.

Scope

Consultant will:

- Develop scopes of work for small business learning and support curricula that respond to culturally and place-based needs of Latino entrepreneurs and small business owners in NY-13. The schemes of work should identify and reflect planned segmentation and sequencing of important topics, subjects, skills, goals, outputs and outcomes for entrepreneurs and small business owners in New York City in different stages of business, for example launch, growth and maturity.
- Work closely with HF subawardees in gathering the necessary information on the needs of the small businesses to identify key areas of knowledge and create the necessary curriculum scopes that are responsive to those needs and community demographics.
- Example topics include: Assessing and starting a small business, Financial education and planning, Employee development, Technology and Digital Transformation, Marketing and Sales, Cybersecurity, Business Resiliency, Exit Planning.

Requirements and Preferences

Consultants must:

- Have at least 2 years of proven professional experience in curriculum planning, curriculum creation, lessons planning, etc.
- Bring direct experience working with small community of color led nonprofits that may have limited resources, a high level of demand for their services, and various operational challenges.
- Previous successful involvement with diverse communities. Demonstrated understanding of cultural and linguistic competencies.
- Ability to work collaboratively with HF team, community-based organizations and community members on the creation of a scope of work and curriculum outline to fit the needs of the Congressional District.
- Ability to meet all federal contractor requirements, including the Uniform Guidance for Federal Awards (2 CFR 200) and other federal requirements.
- Ability to follow project timeline and produce deliverables on time.
- Align with HF's mission, vision, and principle.
- Knowledge of and proficiency in digital platforms or with technology tools that are necessary in the creation of a curriculum to include into a curriculum outline and scope of work.

Due Date and Submission

By September 20, 2024. Applicants are encouraged to submit their proposals earlier. All applications should be submitted via email to Yesmin Vega, Director for Economic Empowerment at yvega@hispanicfederation.org.

Proposal

The proposal must include the following:

1. Applicant name and contact information.
2. Applicant resume.
3. Short description summarizing relevant experience and capacity to provide small business curriculum outline services.
4. An outline of the proposed process to consult on and design the intended scope of work, including working with organizations to identify key topic areas. As a reminder, the curriculum is intended to be used by community-based organizations as a resource for the community.
5. Provide information on two prior related assignments, including client's name, email and phone number, and a brief description of the work.
6. An estimate of the number of hours the consultant will devote to this project between August 2024 and September 2024.

Next Steps

All applications will be reviewed by the HF team. Top applicants will be invited to an interview.

Payments and Reporting

HF will provide payments to consultant based on the agreed upon deliverables. Consultant will submit monthly reports in the format provided by HF.

For additional questions regarding the proposal, please contact Yesmin Vega at yvega@hispanicfederation.org.

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