

Cleveland Neighborhood Progress



Request for Qualifications (RFQ)

Community Development Corporations Financial Assessment Consultant

Date of Issue	July 21, 2023
Closing Date	August 7, at 5:00pm

Background

Cleveland Neighborhood Progress (CNP) was founded in 1988 to serve a unique role as the community development intermediary for community development corporations (CDCs), reflected in its mission to foster equitable revitalization throughout Cleveland's neighborhoods by strengthening the community development ecosystem. The first goal of our strategic plan to ensure that CDCs have access to the financial resources, talent, industry expertise and technical assistance they need to effectively serve their neighborhoods, continuously improve, and sustain operations over time. CNP supports the ecosystem through grants, technical assistance, access to resources, capital and trainings and advocacy at local, state, and national governments and partners. CNP catalyzes impact in Cleveland neighborhoods through a direct working relationship with CDCs as an advocate, convener, and facilitator, as well as through its own programming and projects.

Central to the new strategic plan is the work of the CDC Advancement and Resilience team who developed the CDC Advancement Model to evaluate CDC's annually, across multiple core categories and subcategories of work. One of those key categories is governance, which includes financial management and oversight.

As part of our new grant system and application we will require applicants to submit financial documents to be reviewed by a 3rd party consultant. This review will be used by the selection committee to evaluate the financial health of the organization, and to inform funds allocated. In addition to a financial assessment this consultant will need to interview CDC Staff including but not limited to the Executive Director, Board Chair and/or Treasurer and organization accounting staff, to develop a comprehensive assessment of the organization's financial health.

I. Qualification and Scope:

- I. Provide capacity to review and analyze financial statements including but not limited to: balance sheet, P&L, A/R, A/P; past 2 years of audits; and all other materials necessary from up to 20 CDCs to provide a comprehensive analysis of the organizations' financial picture.
- II. Facilitate meetings with CDC Executive Directors, Board Chairs and/or Board Treasurer to get a comprehensive view of the financial management at each organization.
- III. Additional document review may be needed after going through the process outlined above.
- IV. Provide a final report of the detailed analysis.
- V. Timeline of work: October 2023 - December 2023.

II. Evaluation criteria and Expected Qualifications

- A. Ability to distill financial information (quantitative and qualitative) into reports and share findings in a clear and visually compelling way.
- B. Experience with nonprofit development or government ecosystem to understand financial management practices.

III. Important Dates

- A. Cleveland Neighborhood Progress must receive all submissions by **5:00pm on August 7, 2023**. Any submissions received after the stated deadline will not be reviewed.
- B. Potential consultants should be prepared for interviews with CNP staff, if requested on August 10th.
- C. Selection of Consultant will be made by September 8, 2023.

IV. Submission of Proposal

Proposals must be submitted to Melinda Gigante at mgigante@clevelandnp.org by deadline.

A complete submission must include the following:

- A. Consultant Qualifications - Provide overview of qualifications and resume.
- B. Evidence of the Consultant/firm's qualifications to provide the above services, including examples of other organizations you have worked with.
- C. Review or feedback on the scope of work in this RFQ with any adjustments, supplemental concepts, or best practices.
- D. Overview of the firm's background and experience with the successful development and implementation of the services requested.
- E. Proposal to achieve comprehensive review of up to 20 CDCs by deadline. If the applicant prefers to apply for a partial pool of reviews that will be entertained in this RFQ but subject to rejection.
- F. State proposed fee structure for the services in the RFQ