

Request for Qualifications

Underwriting Review and Post-Funding Compliance Monitoring Services

The Industrial Development Board of the Parish of Caddo, Inc. (“IDB”) invites qualified firms to submit their qualifications to provide underwriting review services for grant applications submitted under the Small Business Economic Development Grant Program (“SEDGP”) and to perform post-funding compliance monitoring of Projects receiving grants. This RFQ outlines the requirements, scope, and submission instructions for firms interested in supporting the IDB’s efforts to ensure that Projects meet both financial and programmatic standards.

1. Background

The SEDGP is designed to provide gap funding to small businesses for new capital investments in Caddo Parish. Under this program, the amount of gap funding provided is restricted to 25% of the total Project cost. To ensure that the grant funding is allocated appropriately and used effectively, the IDB requires comprehensive underwriting review of all grant applications as well as ongoing post-funding compliance monitoring. This review will determine:

1. **Reasonableness of Financial Data and Assumptions:**
 - An assessment of the supporting financial data and assumptions submitted as part of the grant application.
2. **Compliance with Minimum Financial Requirements:**
 - Verification that the application meets the minimum financial criteria established under the SEDGP.
3. **Financial Viability of the Project:**
 - Evaluation of the overall financial viability and sustainability of the proposed Project.

Additionally, the selected firm will be responsible for monitoring Projects post-funding to ensure ongoing compliance with the cooperative endeavor agreements entered into between the IDB and the Grantee.

2. Scope of Services

The successful firm will provide the following services:

A. Underwriting Review of Grant Applications

- **Financial Data Analysis:** Review and assess the supporting financial data and assumptions provided in each grant application.
- **Compliance Verification:** Ensure each application meets the SEDGP's minimum financial requirements.
- **Viability Assessment:** Evaluate the overall financial feasibility and long-term sustainability of the Project, including an analysis of projected returns, cash flow projections, and risk factors.
- **Reporting:** Provide detailed reports with findings, recommendations, and any identified areas of concern or improvement.

B. Post-Funding Compliance Monitoring

- **Monitoring Compliance:** Review and verify that Projects receiving funding adhere to the terms of the cooperative endeavor agreements.
 - **Ongoing Evaluation:** Periodically assess the financial performance and operational compliance of the funded Projects.
 - **Reporting and Recommendations:** Submit periodic compliance monitoring reports detailing the status of each Project and recommending corrective actions when necessary.
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3. Qualifications and Experience

Firms responding to this RFQ must demonstrate their experience and qualifications in the following areas:

- **Underwriting Review Expertise:**
 - Demonstrated experience in reviewing grant or loan applications, particularly with respect to assessing the reasonableness of financial data and assumptions.
- **Financial Compliance Verification:**
 - Proven track record in ensuring that financial submissions meet pre-established minimum requirements.
- **Project Financial Viability Analysis:**
 - Experience in evaluating the financial viability of projects or investments, including risk assessment and long-term sustainability analysis.
- **Post-Funding Monitoring:**
 - Prior involvement in monitoring funded projects or investments to ensure compliance with contractual or cooperative agreements.
- **Relevant Industry Experience:**
 - Experience working with small businesses or economic development projects, preferably in a public or quasi-public funding environment.

Respondents should include a narrative detailing their firm's background, relevant project experiences, and any certifications or qualifications pertinent to these services. Please include at least three (3) references from similar engagements.

4. Submission Requirements

Firms interested in responding to this RFQ should include the following in their submission:

1. **Company Profile and Qualifications:**
 - An overview of your firm's history, areas of expertise, and relevant certifications.
2. **Experience Narrative:**
 - A detailed description of prior projects or engagements where you have provided underwriting review and/or post-funding compliance monitoring services.
Highlight your experience in:
 - Evaluating the reasonableness of financial data and assumptions.
 - Verifying compliance with minimum financial requirements.
 - Assessing overall project financial viability.
3. **Methodology and Approach:**
 - A brief outline of the proposed methodology for conducting underwriting reviews and post-funding compliance monitoring for the SEDGP.
4. **Key Personnel:**
 - Bios and qualifications of the key team members who will be assigned to this project.
5. **References:**
 - At least three (3) references from previous clients for whom similar services have been performed.
6. **Additional Information:**
 - Any other information you believe is pertinent to your qualifications and ability to meet the requirements of this RFQ.

All submissions should be prepared in PDF format and emailed to the contact listed below.

5. RFQ Schedule

- **RFQ Release Date:** May 13, 2025
 - **Deadline for Questions:** June 3, 2025
(Questions should be directed to the contact person listed below. Answers will be provided to all interested parties.)
 - **RFQ Submission Deadline:** June 13, 2025
 - **Evaluation Period:** June 13, 2025-June 20, 2025
 - **Notification of Shortlist:** June 20, 2025
 - **Interviews/Presentations (if applicable):** June 24, 2025
 - **Final Selection:** June 24, 2025
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6. Submission Instructions

Please submit your qualifications electronically in PDF format to:

Contact:

William Bradford
President
Industrial Development Board of the Parish of Caddo, Inc.
Care of: Mike Busada
Mike.Busada@butlersnow.com
318-703-5124

Include “RFQ – Underwriting Review and Compliance Monitoring Services” in the subject line of your email.

7. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- **Relevant Experience and Past Performance:** Demonstrated success in providing underwriting review and post-funding compliance monitoring services.
- **Technical Approach:** Quality and feasibility of the proposed methodology and approach.
- **Qualifications of Key Personnel:** Experience and expertise of the team members assigned to the project.
- **References:** Feedback from previous clients regarding similar services provided.
- **Overall Responsiveness:** Clarity, completeness, and relevance of the submitted materials.
- **Cost Effectiveness:** Cost of services.

The IDB reserves the right to request additional information or clarifications during the evaluation process.

8. Terms and Conditions

- **Non-Binding RFQ:** This RFQ is issued solely for the purpose of identifying qualified firms. It is not a commitment by the IDB to award a contract or to pay any costs incurred in preparing a submission.
- **Use of Information:** All information provided in response to this RFQ will be used solely for evaluation purposes. All information submitted is considered a public records

under state law and will be made available to anyone requesting said information under the Louisiana Public Records Act.

- **Cost of Proposal:** All costs associated with the preparation and submission of responses to this RFQ are the sole responsibility of the respondent.

9. Disclaimer

The IDB reserves the right to amend, modify, or cancel this RFQ at any time without incurring any liability to respondents. The IDB is not responsible for any costs incurred by respondents in connection with the preparation or submission of their qualifications.

We look forward to receiving your submission and appreciate your interest in supporting the SEDGP.

For any questions or further clarification, please contact:

Mike Busada

General Counsel

Industrial Development Board of the Parish of Caddo, Inc.

Email: Mike.Busada@butlersnow.com

Phone: 318-703-5124
