

### PROGRAM DESCRIPTION

- The City of Chicago Department of Business Affairs and Consumer Protection (BACP) will provide funding to not-for-profit organizations to provide business development assistance to Chicago’s small business community through its Neighborhood Business Development Centers (NBDC) program.
- Participants of the NBDC program, also known as NBDC “grantees”, will deliver customized business counseling, foster neighborhood engagement with the local business community, drive neighborhood economic vitality through business attraction and retention, enlist small businesses in making their neighborhoods safer for business, and build their capacity to more effectively deliver services.
- NBDC grantees will work in partnership with the City of Chicago (City) to significantly improve the small business experience in Chicago by providing small businesses, and fellow NBDC grantees, with expert training and resources to help address common challenges and support key City priorities.
- NBDC Program applicants may apply to any, or all, of the program categories listed below.

### PROGRAM CATEGORIES

- To ensure that small businesses, and NBDC grantees, receive the expert guidance and support they need, the City seeks NBDC Program participants to work directly with the small business community to provide specialized services, or with fellow NBDC grantees to help build their capacity to successfully serve Chicago’s small businesses and neighborhoods.
- The City is seeking NBDC Program participants to provide services that fall into the following six (6) categories:
  1. Generalist
  2. Diversity Outreach
  3. Small Business Opportunity Centers (SBOC)
  4. Innovation Centers
  5. Special Projects
  6. Peer-to-Peer Training
- **Details about each category, and the NBDC RFP, may be found under the “NBDC Program 2019-2020 RFP Resources” section of the NBDC web page @ [www.cityofchicago.org/nbdc](http://www.cityofchicago.org/nbdc)**

### ELIGIBILITY REQUIREMENTS

- This is a competitive process open to not-for-profit community-based organizations.
- Applicants must provide their federal 501(c)(3) tax-exempt designation and State of Illinois articles of incorporation as verification of their not-for-profit status.
- Applicants are required to deliver services within the city of Chicago and to Chicago residents only.
- Applicants with existing contracts with the City that are not in good standing will not be considered for new funding. In addition, respondents that have had a City contract terminated for default, are currently debarred, or have been issued a final determination by a City, State, or Federal agency for performance of a criminal act, or abridgement of human rights or illegal/fraudulent practices will not be considered for new funding.

### APPLICATION & KEY DATES

- Applications must be entered and submitted online @ [www.cityofchicago.org/eprocurement](http://www.cityofchicago.org/eprocurement)
- Paper applications will not be accepted.
- System will open at 9:00 AM (CT), Monday, April 16, 2018
- **Applications due at 12:00 PM (CT), Thursday, May 31, 2018**