

REQUEST FOR QUALIFIED PROVIDERS

Richland, Washington



CONTRACT BUSINESS LOAN SERVICES

The Benton-Franklin Council of Governments (BFCG) is a local government district organized to provide economic development services within Benton and Franklin counties in Washington State. BFCG is seeking a qualified Business Loan Services provider. The provider will be responsible for the packaging and other services related to administration of BFCG's Revolving Loan Funds (US Department of Commerce Economic Development Administration, US Department of Agriculture, and other loan funds). The BFCG Loan Committees serve as the review committee for BFCG loans which are then approved by the BFCG Board of Directors.

DEFINITION

In this request for qualified providers, persons and/or firms submitting proposals will be referred to as "respondents."

RESPONSIBILITIES AND SCOPE OF SERVICES TO BE PROVIDED

Develop loan recommendations for BFCG action in accordance with BFCG loan fund management plans. Prepare loan ballots or briefings for BFCG loan committee and board action.

Complete loan packages in accordance with approved conditions and loan program procedures. Packaging includes, but is not limited to, review of the following: credit reports, UCC searches, insurance coverage, assumed business name, and specific materials provided by individual applicants, or BFCG staff, etc. Prepare and provide documentation and correspondence as necessary for each loan program.

COMPENSATION

Please provide a fee schedule as part of your proposal. The successful Contractor Respondent will work within a contract budget.

COMPLIANCE REQUIREMENTS

The Respondent must comply with all applicable federal, state and local laws and regulations.

QUALIFICATIONS

BFCG is looking for a consulting firm or individual who exhibits the following characteristics and skills:

- A minimum of four (4) years experience in structuring and administering business loans, or a minimum of two (2) years experience in structuring and administering business loans and a Bachelor degree from four-year college or university in business administration, finance, economics or an equivalent educational degree
- Knowledge of accounting equivalent to one year college level accounting course

- Excellent knowledge of business math - interest, discounting, present value, debt amortization, retail pricing, percentages, etc.
- Basic knowledge of lending policies, practices and procedures
- Strong analytical, organizational and time management skills
- Strong written and oral communication skills
- Resourcefulness, tact and diplomacy in the presentation and discussion of matters of a complex confidential nature; ability to advise others and obtain their cooperation and/or approval
- Broad knowledge of business management issues
- Experience in consulting with businesses on management issues

For further information or to submit a letter of interest and resume, contact:
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