

## USHCC Request for Proposals: Business Matchmaking Service

The United States Hispanic Chamber of Commerce is soliciting proposals for business matchmaking service for the 2021 USHCC National Conference. The USHCC advocates on behalf of our 4.7 million Hispanic-owned businesses, more than 260 affiliated Hispanic Chambers of Commerce, and Corporate Partner Members across the country guided by our “Three C’s”:

1. **Capital** – Expanding equitable access to **capital** through traditional and innovative partnerships,
2. **Capacity** – Building **capacity** through programming, training, and new grant investments, and
3. **Connections** – Establishing **connections** through matchmaking, procurement, and advocacy.

Please submit proposals or direct any questions regarding this Request for Proposals to **Monica A Garza**, Special Projects Coordinator at [mgarza@ushcc.com](mailto:mgarza@ushcc.com).

### About the United States Hispanic Chamber of Commerce (USHCC)

***Vision:** Be the leading voice to advance Hispanic business potential to drive our American economy.*

***Mission:** Build an ecosystem to accelerate Hispanic business growth and prosperity.*

The United States Hispanic Chamber of Commerce (USHCC) actively promotes the economic growth, development, and interests of more than 4.7 million Hispanic-owned businesses, that combined, contribute over \$800 billion to the American economy every year. It advocates on behalf of its network of more than 260 local chambers and business associations nationwide, and partners with more than 200 major American corporations.

### Scope of Services

The USHCC is seeking a business matchmaking solution. The contracted firm would work directly with the Special Projects Coordinator and staff to help conduct the business matchmaking portion of the 2021 USHCC National Conference, date, and location TBA. Desired services include:

- Create a business matchmaking platform that allows for
  - Option 1: allow for API configuration with USHCC conference registration
  - Option 2: a custom link that can allow conference participants to register additionally for the business matchmaker.
- Must have the capability to conduct meeting virtually and or in person at the same time (hybrid).
- Must have the ability to match Buyers and Suppliers based off services being sought.
  - If buyer is seeking “Marketing Services” must match only to Suppliers who have that business category.
- Must have the ability to schedule meetings within the platform and through the administrative back-end.
- Must use the system of NAICS codes for company services identification and matchmaking
- Provide the ability for USHCC Hispanic Business Enterprises (HBE’s) (Suppliers) to create a profile in which they can share:
  - Capability statements

- Information about their company, such as revenue
- A detailed description of their services
- Upload other marketing materials
- Provide the ability for USHCC Buyers (Corporations, Prime Contractors, and Government entities) to indicate the services they are interested in procuring.
  - Any additional information they can share (not required)
    - Contract requirements
    - Contract amounts
    - RFP information
- Must have a back-end administrative access for USHCC staff to pull reports as needed.
- Ability to communicate directly with our Buyers and Suppliers
  - Emailing participants about completing profiles
  - Reminding Buyers to schedule their meetings and assisting them
  - Communicating with both Buyers and Suppliers about any updates to schedules
- Provide online technical and troubleshooting support for our participants.
- Provide support in conducting the business matchmaker the day of, by monitoring virtual meetings, troubleshooting, and assisting meetings being held onsite.
- Ability to conduct post event follow up surveys, 60 days after event.
- Existing relationship and database of suppliers and buyers and other relationships both in federal and private sector would be advantageous.

## Proposals

All submitted proposals should include:

- A statement of interest including a description of the firm, previous work pertaining to Hispanic and/or minority-owned businesses, and attributes which uniquely position your firm to support the mission of the USHCC;
- Names, titles, and description of individuals who will be working with the USHCC and their areas of responsibility;
- Prior experience working with Chambers of Commerce or other business associations, if applicable;
- Prior experience working with national Latino associations, if applicable;
- A list of the specific services you propose to offer; and
- A proposed fee structure for services rendered.