



REQUEST FOR QUALIFICATIONS (RFQ)

Back Office Support Services for Emerging Subcontractors

Introduction

McCormack Baron Salazar (MBS) and Hueber-Breuer Construction Co. (HB), in partnership with the Syracuse Housing Authority (SHA) and the City of Syracuse, are leading the redevelopment of the East Adams neighborhood. As part of our commitment to inclusive economic development, we are seeking proposals from qualified firms to provide **back-office support services** to help build capacity among Minority/Women-Owned Business Enterprises (MWBE), Section 3 businesses, and other emerging subcontractors participating in the project.

Purpose

The selected firm(s) will provide targeted, hands-on support to subcontractors in key business operations to ensure they can effectively participate in the East Adams Transformation and grow as sustainable, competitive firms. This initiative is central to our economic inclusion strategy and long-term neighborhood revitalization efforts.



Scope of Work

Services may include but are not limited to:

- **Bookkeeping & Financial Management**
 - Invoice preparation
 - Job costing
 - Budget tracking
 - Payroll setup
- **Insurance & Bonding Assistance:** Support in obtaining general liability, workers' comp, and bonding
- **Compliance**
 - Prevailing wage and Section 3 compliance
 - Certified payroll reporting
 - Certification support (MBE/WBE/SDVOB)
- **Technology & Software Setup**
 - QuickBooks, Procore, or equivalent systems
 - Digital filing and recordkeeping

Minimum Qualifications

- At least 3 years of experience providing technical assistance or consulting to small firms, particularly MWBEs
- Demonstrated knowledge of construction project administration and/or public-sector compliance
- Ability to work with diverse stakeholders and deliver culturally competent support

Deliverables

- Individualized support plans for subcontractors
- Monthly progress reports tracking support and outcomes
- Quarterly feedback sessions with partners
- Documentation of subcontractor milestones





Proposal Requirements – not to exceed six pages

1. Cover Letter
2. Firm Overview & Experience
3. Approach to Scope of Work
4. Team Qualifications
5. References

Submission Instructions

Submit your proposal electronically as a single PDF to:

- **Allyson Carpenter, Vice President**
McCormack Baron
Allyson.carpenter@mccormackbaron.com
- **Kim Neumann, Director of Pre-Construction Administration**
Hueber-Breuer Construction Co., Inc.
KNeuman@hb1872.build

Deadline for Questions: April 8, 2026 at 5 PM

Deadline for Submission: April 24, 2026 at 5 PM

