Request for Interest (RFI) #542

Small Business Development Center (SBDC) Advisor/Trainer

The Contra Costa County Employment and Human Services Department (EHSD), on behalf of its Workforce Development Board (WDB), announces the following RFI to deliver small business services for the Contra Costa Small Business Development Center (SBDC).

Description of Opportunity:
This RFI is to obtain submittals from individuals and small businesses with the capacity, experience and passion to deliver advising and training services to the community as defined by the United States Small Business Administration (SBA). The Contra Costa SBDC is hosted by the Workforce Development Board of Contra Costa County and managed under contract by the Northern California SBDC Network, which is hosted by the Humboldt State University's Sponsored Programs Foundation in Arcata, California.

Applicants will have a strong background in business development, operations and management**.** Preference will be given to small business owners and professionals with demonstrable experience in the areas of:

- Manufacturing process improvement
- Agriculture/Food processing
- Human Resources
- Technology
- Small Business Finance and Accounting
- Youth Entrepreneurship
- Customer loyalty/online marketing and promotion

Description of Services:
This RFI is to procure one or more individuals to enter into a one-year contract to deliver business advising and/or training services to current and aspiring small business owners and employees in Contra Costa County under the purview of the Contra Costa SBDC and its director in accordance with established rules, regulations, and guidelines.

Business Advisors/Trainers procured under this solicitation will deliver between 0-30 hours a week of direct services and supporting activities based on program needs. Contracts are may be amended or renewed based on fit, performance and/or funding.

The hourly rate will vary from $40-$60 based on activity and scopes of work. This is a part-time contract opportunity with no benefits.

Typical tasks of Business Advisors/Trainers include, but are not limited to:

- Delivery of business advising and training
- Semi-regular optional advisor meetings
- Active community outreach/engagement including public events
- Collection and entry of client data
- Development/modification of curricula as needed

Minimum Qualifications:

Applicants must demonstrate:

- Working knowledge of the small business community in Contra Costa County and the East Bay region
- An understanding of community economic and human capital development
- A strong, well-developed professional network
- A track record of collaboration and successful project management
- Strong problem-solving and communication skills
- An understanding of the importance of process and consistency in service delivery
- Flexibility, service and goal-orientation

Additional Qualifications:

- Experience in developing and/or delivering events and/or training programs for small business audiences
- Knowledge of regional small business resources from the public, private, and nonprofit sectors
- Experience delivering direct services to underserved communities

Desirable Characteristics:

- Current and/or previous experience owning, managing, and/or operating a local-serving small business
- Bilingual proficiency at the intermediate level or above, particularly in Spanish
- A willingness to share and leverage network
- Geographic focus on West and East Contra Costa County

Selection Criteria:

- 20 points: Relevant, recent experience/skillset specified in RFI
- 20 points: Knowledge of local business and economic development
- 15 points: Professional network and track record
- 15 points: Experience in delivering direct services to underserved
- 10 points: Small business experience, bilingual ability, geography
- 20 points: Interview

Background on SBDC:
Small Business Development Centers (SBDC's) are funded in-part by the U.S. SBA and are the largest technical assistance organization in the country. The reach of the SBDC program is extensive, with a national network of 63 Lead Centers that oversee 1000+ Service Centers. In California, there are six lead centers and over 35 service centers. SBDC's deliver no-cost, customized, one-on-one advising to both existing and aspiring business owners and as well as free or low-cost training to the small business community. For more information about the SBDC network in California, please visit: www.californiasbdc.org.

Document Submission Requirements:
Interested parties should submit a resume and cover letter that demonstrate a passion and capacity to deliver impactful, relevant direct business advising and training to the small business community of Contra Costa County as well as a list of five (5) professional references to:.

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI #542**
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Martinez, CA 94553
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Responses must be received no later than 5:00pm, Friday, June 20, 2014. Postmarks will not be accepted.