



El Camino College Small Business Development Center
Request for Qualifications (RFQ)

Economic Development Program Business Advisor

The El Camino College Small Business Development Center (SBDC) is currently seeking professional service Business Advisors. The SBDC is seeking qualified and experienced subject matter expertise in areas which may include: supply chain management, procurement, food service and manufacturing, access to capital, distribution and contracting, marketing, evaluation and on-boarding assistance, government contracting and international trade development. The rate of pay varies with an average rate of \$50 per hour, set at the discretion of the SBDC director according to program budget, requirements of the assignment, and experience.

The assignments will be limited in scope, with work averaging 8-24 hours per week based on the needs of the program. Due to the COVID-19 Pandemic, the majority of the work will be done on a remote basis for the foreseeable future.

Applicants with expertise in the areas listed in the RFQ are encouraged to apply. Previous or current small business owners and consultants are strongly encouraged to apply. After an evaluation process, the SBDC director will select Business Advisors to be part of a preapproved list for business advising assignments which will be assigned to begin October 1, 2022. Any work assigned as part of this process will be through a contract issued by El Camino College and the SBDC. The District will not guarantee any minimum amount of work to any individual or firm chosen to be part of the preapproved business advisors list. Completion of the RFQ is not a guarantee of an assignment.

If selected, you will be required to sign a confidentiality and conflict of interest agreement. Business advisors are not allowed to solicit SBDC clients for services outside of the SBDC engagement.

Before completing the RFQ, please familiarize yourself with the SBDC program by reviewing the following:

<https://www.sba.gov/local-assistance/resource-partners/small-business-development-centers-sbdc>

<https://www.southbaysbdc.org>



RFQ Response

Contact Information:

Applicant/
Organization
Name:

Address:

Phone:

Email:

All applicants must complete information below. If you are applying on behalf of an organization, business, non-profit or other institution, please provide information relative to the project lead.

General:

1. Please list the names of any educational institutions you have attended and the degrees you obtained.

2. Are you fluent in a language other than English? If yes, please specify below.

3. If selected, how many hours per week would you be available (24 hours maximum):

4. Have you or your organization ever worked for any economic development or small business/business technical assistance programs? If so – in what capacity.

5. There is significant reporting associated with the SBDC. It is a requirement to be proficient in Microsoft Office (Word, Excel, and PowerPoint) as well as internet-based database tracking systems. Do you meet these requirements:

Yes No

Areas of Individual Specialization-Please check the boxes below next to the areas of expertise:

Functions

- | | |
|---|--|
| <input type="checkbox"/> Access to Capital | <input type="checkbox"/> Government Certification (including 8A) & Contracts |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Alternative Financing | <input type="checkbox"/> LEED Certification |
| <input type="checkbox"/> Business Expansion | <input type="checkbox"/> Loan Packaging Assistance |
| <input type="checkbox"/> Business Plans | <input type="checkbox"/> New Product Launches |
| <input type="checkbox"/> Business Sales and Marketing | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Cash Flow | <input type="checkbox"/> Permits & Licensing Information |
| <input type="checkbox"/> Contracting and Procurement | <input type="checkbox"/> Projections |
| <input type="checkbox"/> Corporate Structuring | <input type="checkbox"/> Quickbooks Basics |
| <input type="checkbox"/> Credit Improvement | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> E-Marketing | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Effective Management | <input type="checkbox"/> Tax Information |
| <input type="checkbox"/> Entrepreneurial Success Strategies | <input type="checkbox"/> Venture Capital Funding |
| <input type="checkbox"/> Export/Import Assistance | <input type="checkbox"/> Website Development |

Other (please specify):

Industries

- | | |
|--|--|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Cosmetics | <input type="checkbox"/> Service |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Sustainable Technology |
| <input type="checkbox"/> Franchise | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Green Technology | <input type="checkbox"/> Transportation & Warehousing |
| <input type="checkbox"/> International Trade | <input type="checkbox"/> Architecture & Engineering |
| <input type="checkbox"/> Legal Issues | <input type="checkbox"/> Professional Services: Accounting |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> Professional Services: Legal |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Apparel |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Financial Services |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Educational Services |
| | <input type="checkbox"/> Science & Technical Services |

Other (please specify):

Questions (limit answers to 1-2 paragraphs):

1. In 200 words or less, please describe any relative experience you or your organization have in working with small businesses.

2. Please describe your knowledge of the general challenges faced by small business owners. How will you or your organization best assist with these challenges?

3. At what stage of a company are you or your organization most comfortable working with, start-ups or existing businesses? At which revenue thresholds (i.e. \$1-\$300k; \$300k-1M; \$1M-\$10M; or more. Please describe in 200 words or less):

4. The economic development programs at El Camino College are held to strict performance standards. How would you or your organization directly or indirectly help our clients achieve one or more of the following outcomes: (1) increase in sales (domestic or import/export sales); (2) creation of new jobs or retention of existing jobs; (3) creating a new business; (4) access to capital (loans/equity/debt/venture capital).

5. What type of capital (i.e. loans/VC) have you or your organization assisted small businesses in obtaining; how long ago; and what is the typical size of the loan(s) (please describe in 200 words or less):

6. Explain how you or your organization will attract and onboard small business clients into the Economic Development programs at El Camino College (please describe in 200 words or less):

References:

Please list at least two but no more than three references. Additionally, please provide details on the kind of work you did for them, including any consultation or advising.

Reference 1

Name:

Title:

Organization/
Department:

Phone:

Email Address:

Details:

Reference 2

Name:

Title:

Organization/
Department:

Phone:

Email Address:

Details:

Reference 3

Name:

Title:

Organization/
Department:

Phone:

Email Address:

Details:

Please include the following with your application:

1. *Resume (if applying as an individual) or Summary of Organization*

By signing this response to the Request for Qualifications, I am attesting that information provided is true and accurate, and I have the authority to issue this proposal on behalf of my firm.

Print Name

Title

Signature

Date

Please email your completed and signed PDF and resume or summary of organization to eccsbdc@elcamino.edu.

Thank you for your interest in the SBDC program.

*El Camino College Small Business Development Center
13430 Hawthorne Blvd., Hawthorne, CA 90250
310.225.8277 www.southbaysbdc.org*